CENTENARY COLLEGE

SHREVEPORT, LOUISIANA

1993 - 94

STUDENT HANDBOOK

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CALENDAR SECTION

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Alma Mater

(Words by James Church Alvord)

Where the sleepy, silver bayou
Gleams among the pines,
Watching o'er the throbbbing city
Alma Mater shines.

Chorus:

Forward, forward Centenary --
Time and tide may fail,
But our hearts shall love thee ever --
Centenary, Hail!

Like a wave the mighty city
Surges 'round thy feet.
Guide it, train it, teach it wisdom,
Alma Mater sweet.

Chorus:

Green the boughs that rustle 'round thee
On thy stately crest;
Greener is our mem'ry of thee --
Alma Mater blest.

CENTENARY COLLEGE
1825 OFFICE OF THE PRESIDENT

August 1993

Dear Centenary Student:

It is my special pleasure to welcome you to Centenary College for the 1993-1994 academic year. The beginning of a new year creates a sense of anticipation in each of us. I hope that you will find the days and months ahead both challenging and rewarding.

This student handbook has been carefully planned and prepared to help you when you face problems and uncertainties. The handbook is designed to inform you of the unique services, resources, opportunities and persons available on our campus.

While you are a student here, I hope that you will contribute your own suggestions on how to make Centenary an even better college. Centenary exists for just one purpose--you, the student. The education of students is our central mission. So, I welcome your ideas about the ways we can increase the effectiveness of <u>your</u> college.

Sincerely,

Kenneth L. Schwab
President

CENTENARY COLLEGE

1825 STUDENT GOVERNMENT ASSOCIATION

August 1993

Dear Centenary Student:

On behalf of the Centenary Student Government Association, I would like to welcome you to Centenary College of Louisiana. We are happy to receive you into our community and hope you will become an active member of the College.

The Student Government is your representative voice at Centenary. We are here to serve the student body and protect your interests in the College decision-making process. The Student Senate addresses student issues and concerns about the faculty, administration, and staff.

In order for the Student Government to continue to be effective, it is vital that members of the student body become active. Students have opportunities to get involved in this process by running for office, participating in our committee system, the media, and other various organizations. I encourage each of you to become involved in your college.

If you are interested in becoming involved in the Centenary community, we can help. Our office is located on the first floor of the Moore Student Union Building. Let us know if we can assist you in making a difference. If you have any questions or comments feel free to stop by our office.

We wish you the best and hope you have a wonderful year.

Sincerely,

Tammie O'Neill

Tammie O'Neill, President
Student Government Association

Student Services

• Academic Petitions

The faculty has established a procedure to act on the requests of students for exception to, or waiver of, academic regulations. Your advisor, the registrar or Office of the Provost can assist you.

• Bookstore

The Bookstore, located in the basement of Moore Student Center, has a variety of items ranging from textbooks and supplies to laundry detergent and novelty items. Any book in print may be special ordered. Personal checks up to $50.00 may be cashed with a service charge of twenty-five cents added. The Bookstore will accept VISA, American Express, MasterCard and Discover credit cards.

Hours: 8:00 a.m. - 5:00 p.m., Monday-Friday

• Campus Convocations

The college has set aside Thursdays from 11:00 a.m. - 12:00 noon as a time for the entire campus community to gather for various purposes. On occasions these gatherings are academic convocations, such as the President's Convocation or Founder's Day. Religious programs and lectures are also held at this time period. All students and staff are encouraged to attend.

In order to preserve this time for a gathering of the entire campus community, both faculty and Student Senate have designated that no other meetings should be scheduled at this hour unless there is no official College function planned.

Concerts and lectures are held at other announced times.

• Career Development Center

Located in the Student Union Building, the Career Center offers a variety of opportunities for students. There is a career library that has books and videos on career ideas, specific careers, designing a resume, interviewing, and job search skills. Career interest testing is available; also, the opportunity to work on Sigiplus, a computer program for career decision making and Graduate School Selection. Throughout the year the Career Center and the Dean of Students' Office present workshops regarding career development and study skills.

Employment ideas and opportunities are available: part-time jobs, internships and full-time employment; summer jobs, summer seminars and overseas programs. During the fall semester the Career Center sponsors The Career Fair which provides students a chance to meet and network with current employers.

Graduate studies information including fellowships and scholarships is also available.

Through the internship program, students find out whether or not a field is right for them, or if they can further define their interests within a certain area. The on-the-job skills and insights students gain provide an important link between classroom theory and real life practice. An internship can become a

valuable opportunity to develop career contacts by giving one a professional "network" while still in school.

As of the 1993-94 Academic year, **all students** are required to participate in an internship experience as part of the graduation requirements.

Start getting a better focus on your future now; stop by the Career Center in the SUB or call them at 869-5042.

• Chaplain Of The College

The Chaplain of the College serves as a clergyperson to the campus community. He fills several of the pastoral roles of counseling, visitation in times of illness or other crisis, leadership in worship and various forms of religious education ministry. If a student or staff member desires a clergyperson or worship service of his/her own religious tradition or denomination, the chaplain will assist him/her in referral.

The chaplain welcomes opportunities to know and visit with students and staff, especially in instances of particular problems. He is on call at any time of specific need.

• Counseling - Academic

The Advisor is responsible for assisting students in all areas of academic life, such as assisting students with schedules and a degree plan which must be filed no later than the first semester of the junior year in the Office of the Registrar. The Registrar's Office is located in Hamilton Hall, Room 113 and the telephone number is 869-5146. At the time of admission to the College each student is assigned a faculty advisor who is available for advice in academic matters.

• Counseling - Personal

Personal counseling is available from several sources on campus. The Dean of Students, the Director of Career Development, the Chaplain, and some members of the faculty are available to assist students with short-term needs and are able to refer those to community resources and facilities when necessary.

• Dean of Students' Office

The role of the Dean of Students' Office is to provide service and support for students assuring an environment which supports learning and continued personal growth. Students are encouraged to address problems, concerns, complaints, or recommendations to any member of the staff. The Dean of Students' Office is conveniently located in Room 127 of Hamilton Hall.

• Dining Hall

The College provides meal service in the Bynum Commons Dining Hall (the "South Caf"). Snacks and light meals are available in the Jukebox Cafe. The Cafeteria serves 20 meals per week and all students residing on campus are required to purchase either the full meal plan or the two-thirds meal

plan which allows for two meals per day. Neither food nor cafeteria supplies may be removed from the cafeteria.

Students who require special dietary needs and are under the care of a physician should present their prescribed menus to the Nutritionist/Food Service Manager. If the prescribed meals cannot be provided, the students may make alternate arrangements with the Dean of Students. Working students are not ordinarily exempted from purchasing a meal ticket. Students who are student teaching and cannot eat their lunches on campus Monday through Friday may have their meal tickets prorated with written statements of their needs from their major area professor. These statements must be presented to the Dean of Students before or on registration day. A "Declining Balance" Account is available for commuter students, staff, and faculty. Commuters interested in this account should contact the Dean of Students' Office.

The Dining Hall hours of service are listed elsewhere in this book. The schedule is flexible at special times such as Finals Week.

During Exam Week, Food Service provides such snack items as tea, coffee, hot chocolate, fruit, and cookies.

• Financial Aid

Scholarships, grants-in-aid, and all federal aid programs are administered by the Director of Financial Aid.

Students are encouraged to visit the Office of Financial Aid if they have any concerns or problems with their awards.

Veterans' benefits are administered by the V.A. Representative in the Office of Financial Aid.

The Anna Ruth Nuttall Small Loan Fund, a fund established by the family and friends of the late Dr. Anna Ruth, Assistant Professor of Bible and English at the college from 1945 until her death in 1952, is available for students in most cases. Students should apply to the Business Office. Ordinarily the amount loaned will be a maximum of $25.00. Loans are payable within fifteen days. Special provisions permit College authorities to rend larger sums from the fund when an emergency arises

• Health Services

A small infirmary is located on campus in James Hall. Hours are posted on the door. This is a "first contact" or "sick-call" program that will meet the majority of student needs for medical care. If a referral for further testing or to a specialist is made, these expenses must be covered by the student or their parent(s). There is a nominal fee all full time undergraduates pay at registration each semester for this program. The Infirmary is staffed through the Highland Hospital Emergency Room personnel.

If the need arises, Centenary College students may contact one of the clinics or emergency rooms in the area. If the student feels unable to do this, they should ask the Resident Director or the Resident Assistant to make contact with a medical facility from the student's room so that questions may be asked and answered.

Each student always has the right to choose his/her own doctor and a full list of local physicians and surgeons may be found in the classified section of the telephone directory. Students may wish to ask their home physicians for specific referrals in Shreveport.

All fees related to off-campus medical services are handled directly between patient and doctor. All full-time students are covered by a **secondary** insurance policy during the academic year which covers **accidents only** and is coverage in excess of insurance the student may have through his/her parent(s). The policy pays a maximum of $5,000. Insurance claim forms for students and parents may be obtained in the Dean of Students' Office and should be filed within thirty (30) days following the accident.

• ID CARDS

All students are required to have a valid student ID card. ID cards are made during registration for all new students and for returning students that need a replacement ID. Replacement ID cards are also done in the Student Activities Office, during regular business hours. The cost for a replacement ID is $10.00. Faculty and staff are encouraged to have an ID made upon their start of employment at Centenary College. The cost for replacement IDs is the same as above.

Benefits of an ID card are: Students may go to all home athletic events free, by showing their ID. Faculty & staff and 1 guest are admitted free to all athletic events, by showing their ID. Students, faculty, staff & their spouses are eligible to participate in the intramural program as long as they pay their team entrance fees. Students receive 1 theater play ticket during the run of a show by showing their ID. Faculty & staff receive 2 free theater tickets during the run of a show at Marjorie Lyons Playhouse by showing their ID and picking up their tickets at the Playhouse Box Office prior to the performance (during the summer they only receive 1 free play ticket).

• JUKE BOX CAFE (SNACK BAR)

The snack bar located in the Student Center is known as the "Juke Box Cafe." It has a refreshing 50's atmosphere, providing hot grilled items, ice cream, and assorted snacks. The grill closes each day at 9:00 p.m.

• LIBRARY

The Magale Library of Centenary College offers a variety of modern facilities and services which make it the information and study center of the campus. The total collection of approximately 180,000 items includes books and periodicals for class work, personal research, and general interest reading. The collection is arranged in open shelves according to the Dewey Decimal Classification System. The library has a seating capacity of over 300 throughout the building.

The Circulation Desk, the Reference Collection, print and CD-ROM indexes, and Periodicals are located on the main floor. The Reserve Collection is located behind the Circulation Desk. The book collection is largely located on

the second floor, as is the Pierce Cline Rare Book room. A faculty-student lounge is being installed on the first floor. There will be machines to offer hot and cold drinks, as well as snacks. Comfortable chairs, sofas and tables provide a welcoming environment for the interchange of ideas.

An Online Catalog of the majority of the items in the library is available; some materials are still being converted from the old card catalog. Several compact disc indexes allow for the easy location of journal citations. Online searching of a good number of indexes and databases is provided for advanced student research. Most of the functions of the library have been automated, and the staff is ready to offer information searching training. Interlibrary Loan services provide access to materials not owned by the library.

Study facilities include four and six-place tables, individual carrels, and study rooms. Typewriters, a video player, and PC's are available for student use as well. A growing collection of videos enhances both individual and class materials. Plans are underway for an up-to-date computer lab in the library. A number of newspapers and periodicals are held on microforms; reader-printers facilitate the use of the collection. Photocopiers are provided, with copies at ten (10) cents per page. Please ask for assistance with any of the above machines.

Other library-related facilities include a modern music listening library in Hurley Music Building and archival resources on Centenary and Methodist history in the Sam Peters Research Building. This building also houses a modern authors collection, highlighted by the works of Jack London and William Corrington.

A gallery in the main foyer is periodically used for art exhibits. A portion of the fine art collection of the college is on display on the first and second floors.

The library is dedicated to offering individualized, or group guidance and service. The first task of any member of the staff is to assist library users with their information needs. A reference librarian is on duty during the day and several evenings each week. The library is open until midnight Sunday through Thursday, and there are weekend hours as well.

• Lost and Found

Items left in the Library may be claimed at the Library Circulation Desk. If items are left elsewhere, contact the Dean of Students' or Security Office. Lost articles should be taken to the Dean of Students' Office in Hamilton Hall or given to a security officer.

• Mail

The Campus Post Office is located in the Moore Student Center. During fall and spring semesters the Post Office is open from 8:30 a.m. - 4:00 p.m. Monday thru Friday. All student mail is delivered to student mail boxes located on the main floor of the Student Center. Mail is delivered twice a day. Monday-Friday sorting is completed and delivery made to the boxes by 11:00 a.m. Box numbers and combinations are issued to all full-time undergraduates on registration day during the fall semester. Students keep the same mail boxes

during their years of residence on campus. Students not assigned box numbers at registration should check with the Post Office personnel as early as possible for an assignment. It is the student's responsibility to give the Campus Post Office written notification of any change of address to ensure proper forwarding of mail. Notification should be given prior to departure from campus. Otherwise, mail will be returned to sender. The Post Office is closed noon to 1 p.m. during summer and school breaks.

• New Student Orientation

New Student Orientation is coordinated by the Dean of Student's staff, with the assistance of the Admissions Counselors and a select body of returning students ("Foundation Leaders"). All freshmen and transfer students entering Centenary College for the first time are required to participate. New Student Orientation occurs just prior to the start of the school term in the fall and spring semesters. All students pay a one-time fee for Orientation.

• Religious Activities

Opportunities for worship and religious education on an ecumenical and non-sectarian basis are offered to the campus.

Campus worship services are planned with the particular needs of a college campus in mind and frequently reflect experimental modes of worship.

• Security

Centenary College has security officers on duty 24 hours daily. In emergency situations, security officers may be contacted by dialing 869-5000 (5000 on campus). You will be talking to them over a two-way radio system.

• Student Activities and Intramurals

The Student Activities and Intramurals office provides students an opportunity to get involved in many extracurricular activities. The office provides information on all student organizations and intramural sports. Students are also given a chance to make extra money by being an official/referee for intramurals. If you would like to get involved at Centenary College, or if you would like to make some extra money, stop by the Student Activities and Intramurals office in Room 101 of the Student Union Building.

• Student Union Building

The Moore Student Union offers ping-pong, pool, and electronic video games. Many special activities are planned during the year by the Student Activities Board working in conjunction with the Student Activities Director.

In addition to the Post Office (located on main floor) and Bookstore (located in the basement), the Moore Student Union houses offices for the Student Activities and Intramural Director (room 101), the *Conglomerate* (campus newspaper), the *Yoncopin* (yearbook), KSCL (campus radio station),

Pegasus (literary magazine), Student Government Association (room 102), and the Career Development Center (room 105). The Jukebox Cafe (snack bar) is located on the main floor.

• UNITY

A community-based service-learning program at Centenary provides a variety of volunteer opportunities for Centenary students. The areas range from animal care, the arts, coaching, camp counseling, and recycling to child and adult care assistance. Each volunteer project is planned to coincide with the Centenary semester schedules and includes days and times to fit any student class schedule. May Module volunteer opportunities are also available. All students entering during the 1992-93 academic year, or later, are required to complete 30 hours of service. Information is available through faculty advisors, the Unity Director, or the Dean of Students.

• WILLSON LECTURES

The Willson Lectureship has been established on the Centenary campus by Mr. and Mrs. J.M. Willson of Floydada, Texas. This annual lectureship brings to the campus distinguished speakers in the fields of religion and higher education.

Policies & Procedures

• Expectations of Centenary College for its Students

Each person enrolled as a student at Centenary College is expected to conduct him/herself in a manner which is acceptable to an ordered society and in a manner which is compatible with the function of the College as an educational institution.

Social rules and regulations at Centenary have as their objective the development of students as moral, intelligent, responsible members of an academic community and, extensionally, of the nation. To accomplish this, it is necessary that the rules themselves reflect true morality, intelligence, and responsibility by calling for high standards of self-discipline and habit formation in all personal and social practices which might be listed.

STUDENTS WHO ARE ENROLLED IN THE COLLEGE ARE SUBJECT TO THE RULES AND REGULATIONS OF THE COLLEGE WHILE ON COLLEGE-OWNED OR COLLEGE-CONTROLLED PROPERTY. IT IS THE RESPONSIBILITY OF THE STUDENTS TO BECOME FAMILIAR WITH THIS HANDBOOK AND THE VARIOUS DOCUMENTS TO WHICH REFERENCE IS MADE. ANY STUDENT FAILING TO ABIDE BY COLLEGE REGULATIONS IS SUBJECT TO DISCIPLINARY ACTION BY THE AUTHORIZED BODIES AND OFFICIALS OF THE COLLEGE.

• Statement of Students' Rights, Freedoms, and Responsibilities (With Minor Changes For The Particular Situation At Centenary)

Centenary College exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community.

The guidelines which follow are expressions of attitudes only and should be understood in the context of the whole educational mission of the College. Included as relevant are the educational activities and practices that pertain outside as well as within the classroom. They should be interpreted in such a manner as to give full consideration to the rights and concerns of all

segments of the academic community, rather than to concede absolute autonomy to the student sector, when matters of proper concern to the academic community as a whole are involved.

I. FREEDOM OF ACCESS TO HIGHER EDUCATION

Within the limits of its facilities, Centenary College is open to all students who are qualified according to its admission standards. The facilities and services of the College are open to all of its enrolled students.

II. IN THE CLASSROOM

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on the basis of academics and not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression: Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation: Students should have protection through orderly procedure against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure: Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. STUDENT RECORDS

Transcripts of academic records should contain only information about the academic status of the student and such action by the College, as suspension or expulsion for academic or disciplinary reasons which affect the student's eligibility to register at the College. Information from counseling or disciplinary files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political

activities or beliefs of students. Administrative staff and faculty should respect confidential information about students which they acquire in the course of their work.

IV. STUDENT ACTIVITIES

In student activities, certain standards must be maintained if the freedom of students is to be preserved.

A. *Freedom of Association*: Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join those organizations which promote these interests.

1. The membership policies and actions of a student organization usually are determined by vote of only those persons who hold bona fide membership in the College community.
2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional approval.
3. Faculty advisors are required and each organization is free to choose its own advisor. Faculty advisors may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.
4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.
5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin.

B. *Freedom of Inquiry and Expression*

1. Students and student organizations should be free to examine and discuss all questions of interests to them, and should be free to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the College. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
2. Students should be allowed to invite and hear any person of their choosing, in keeping with the

educational objectives of the College. Those routine procedures required by the College before a guest speaker is invited to appear on campus should be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The College control on campus facilities should not be used as a device of censorship. It should provide for and make clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval of, endorsement of, or agreement with the views expressed, either by the individual, sponsoring group, or institution.

C. *Student Participation in College Government:* As members of the academic community, students should be free, individually or collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. Students should have representation on various committees of the College. The actions of the student government within the areas of its jurisdiction would be reviewed through orderly and prescribed procedures.

D. *Student Publications:* Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the College authorities and of formulating student opinion on various issues on the campus and the world at large.

Centenary College, a publisher of the student publications, may have to bear the legal responsibilities for the contents of the publications. In the delegation of editorial responsibility to students, the College must provide sufficient editorial freedom and financial autonomy for the student publication to maintain its integrity of purpose as a vehicle for free inquiry and free expression in the academic community.

The editorial freedom of student editors and managers entail corollary responsibilities to be governed by canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publication the following provisions are necessary.

1. The student press and radio should be free of censorship and advance copy approval, and its editors and managers should be free to develop their own editorial policies and news coverage.

2. Editors and managers of student media should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal. The Media Committee is responsible for the appointment of editors or managers and paid staff and should be the agency responsible for their removal.

3. All College published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College or the student body at large.

V. OFF-CAMPUS FREEDOM OF STUDENTS

A. *Exercise of Rights of Citizenship:* College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedoms of speech, peaceful assembly, and right of position that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

Faculty and administrative officials should insure that College powers are not employed to inhibit such intellectual and personal development to students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. *College Authority and Civil Penalties:* Activities of students may upon occasion result in violation of law. In such cases, College officials should apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities and while College authority should not be used merely to duplicate the function of general laws, College action shall not be precluded merely because the student has violated the civil statute. Only where the College interests as an academic community are distinct and clearly involved should the special approval of the College be assessed. The student who incidentally violates College regulations in the course of his/her off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. College action should be independent of community pressure.

VI. PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

In developing responsible student conduct, disciplinary proceedings play a substantial role secondary to example, counseling, guidance, and admonition. At the same time, the College has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarships and conduct for the student and through the regulation for the use of College facilities. In the exceptional circumstances when the preferred means fails to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. The jurisdictions of student judicial bodies, the disciplinary responsibilities of College officials and the regular disciplinary procedures, including the student's right to appeal a decision are clearly formulated and appear in this publication. Minor penalties may be assessed informally under prescribed procedures.

A. *Standards of Conduct Expected of Students:* The College has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct but the student should be as free as possible from imposed limitations that have no direct relevance to education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevance and reasonableness. Disciplinary proceedings should be instituted only for violations of standards or conduct formulated with significant student participation and published in advance through the student handbook and College catalogue.

B. 1. Except under extreme circumstances, premises occupied by students and personal possessions of students should not be searched unless appropriate authorization has been obtained from the Dean of Students. The search document should specify the reason for the search and the object or information sought. The student should be present, if possible, during the search. For premises not controlled by the College, the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of College regulations, or infractions of ordinary law, should be used by College representatives to coerce admissions of guilt or information about conduct of other suspected persons.

representatives to coerce admissions of guilt or information about conduct of other suspected persons.

3. Nothing herein contained shall be regarded as detracting from the traditional plenary powers of the anything to the contrary herein contained, the President of the college may on his own initiative and at his own discretion immediately and without any procedural requirements whatsoever suspend or expel the student, or otherwise suspend or terminate the student's right to be present on the campus, or to attend classes. Such action is subject to review by the Conduct Review Sub-Committee, but the status of the student pending final action shall remain that in which he/she has been placed by the student.

• Procedures for Establishing and Modifying Expectations for Students

Centenary College has established a channel of communication through which students should proceed in order to either establish or modify the expectations the College holds for them.

The channel for modifications goes through the Student Senate to the Student Services Committee. From this committee the channel continues through the faculty to the President of the College.

The diagram on page 20 depicts the channels of communication.

Role of the Student Government Association

Any student who believes the expectations which Centenary College holds for him/her are unrealistic may approach the Student Senate in person or through a senator and express his/her convictions. If successful, he/she may engage the cooperation of the Senate in presenting his/her aims to the Student Services Committee. Additionally, the Student Senate may bring before the Student Services Committee, without outside suggestion, such additions or modifications of Centenary College expectations as it may deem appropriate. Technical aspects of the Student Senate and its procedures are stated in its constitution and bylaws.

Role of the Student Services Committee

It is the role of the Student Services Committee to receive all proposed additions and modifications to the expectations Centenary College holds for its

students, to review the contents of these proposals, and to develop and present recommendations concerning such proposals to the Administrative Council and the President of the College. Faculty members of the Committee may share and/or solicit input from the faculty as needed.

In the event the Administrative Council or the President of the College do not approve a proposal from the Student Services Committee, it becomes the responsibility of the Student Services Committee either to accept the response as final or to negotiate directly with them until a proposal is submitted which meets their approval. The dotted line in the diagram on the next page reflects this negotiation channel.

Role of the Faculty

The faculty representatives of the Student Services Committee, at their discretion, may make periodic reports of Committee business to the entire faculty. A faculty vote is only required when specific proposals directly relate to the defined role of the faculty.

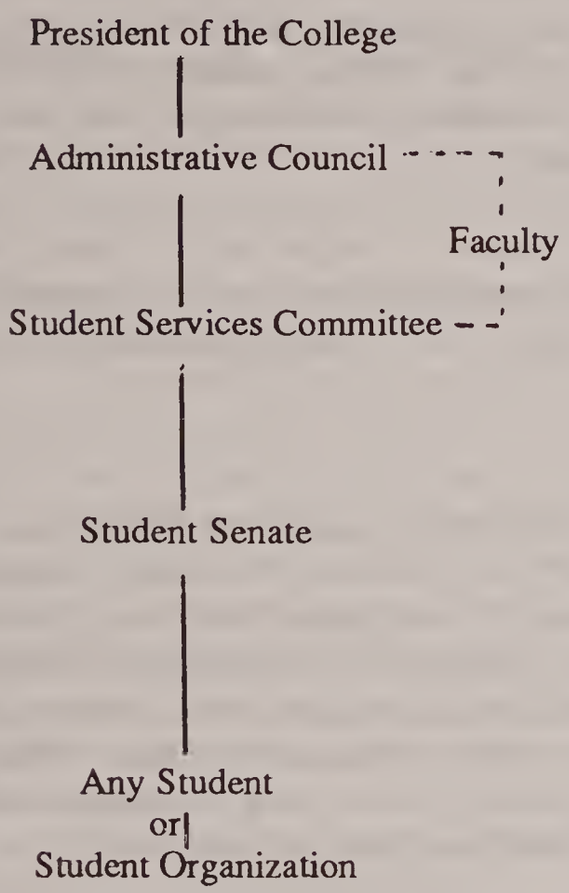
Role of the Administrative Council

The Administrative Council Members act as a "final" review of proposals and recommendations from the Student Services Committee and advise the President as to content and impact on the College and College Community.

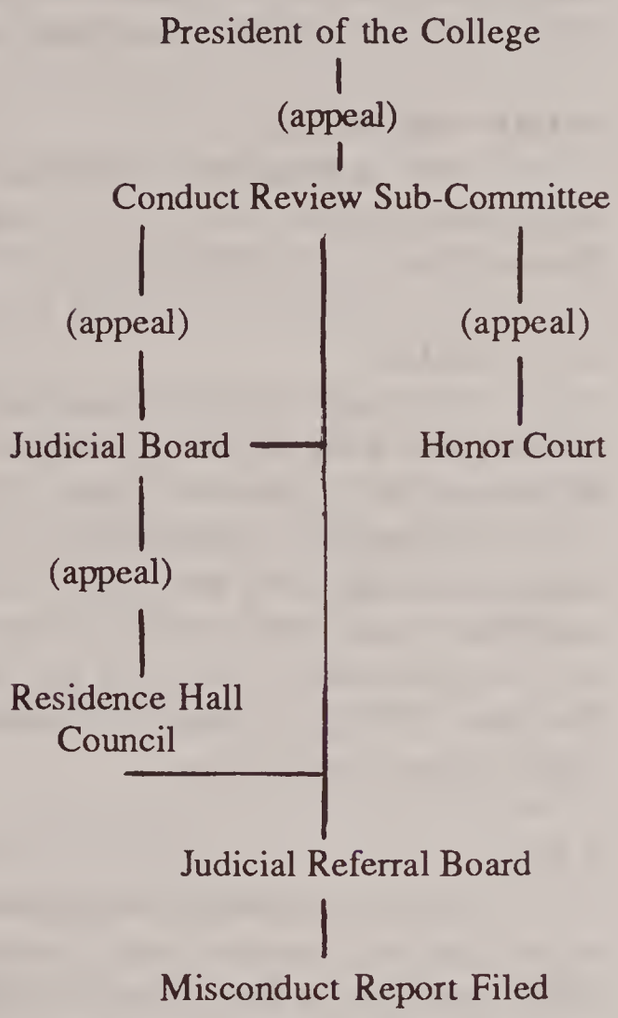
Role of the President

The President of the College, after a review of each proposal submitted to him, will make a decision regarding the acceptability of that proposal. Traditionally, the President does not establish rules and regulations governing student life on campus. Rather, he more often acts as a reviewing agent or authority, rarely using his veto power. He should, in this role, understand and interpret the points of view of students, faculty, and Board of Trustees, and with sound counsel aid them in establishing and maintaining a program of student life that works for the benefit of the entire College community. His decisions are communicated to the chairman of the Student Services Committee who will in turn notify all parties.

CHANNEL OF COMMUNICATIONS
FOR ESTABLISHING OR MODIFYING
EXPECTATIONS
FOR CENTENARY COLLEGE STUDENTS



JUDICIAL SYSTEM OF
CENTENARY COLLEGE



• GENERAL COLLEGE REGULATIONS

ADDRESS CHANGE

It is the responsibility of each enrolled student to provide the College with an up-to-date local and permanent mailing address. An address change that occurs any time after the registration of the student for the current semester should be reported to the Dean of Students' office. The student will complete an Address Change Form.

AUTOMOBILE ON CAMPUS/VEHICLE REGISTRATION

All students must register their vehicles. Vehicle registration should be completed at the time of registration for course work; there is a $25.00 fee for resident students and $10.00 fee for commuters. In order to register a motor vehicle, you will need to present a valid driver's license, evidence of liability insurance and license plate number of your vehicle. Vehicle registration does not guarantee a specific parking place or parking lot.

Campus vehicle registration policies, regulations, and fees are specified in the Student Handbook and in other official College publications for the campus community. Failure to comply will result in referral to the Judicial Referral Board or authorized College official.

FOOD SERVICE

All students who live in the college residence halls or Greek houses are required to purchase meal tickets and to comply with College policies governing access and use of the Cafeteria.

ID CARDS

ID cards are non-transferable. If the ID is found in the possession of a person other than the owner, the card will be confiscated. The card is issued at the time of registration for classes. The first ID card is free; however, there is a $10.00 charge for replacing a lost ID card. At the end of each semester, resident students should turn their ID's in to their residence hall staff, non-resident students should turn their ID's in to the Dean of Students' office. When a student graduates or leaves for any other reason, the card must be turned in to the Business Office. Failure to return the card at that time may result in the withholding of transcripts.

KEYS

Under normal circumstances, a student should have in his/her possession only one key to his residence hall room. Unusual circumstances may require students to have other College keys; however, in such cases, permission must be obtained from the responsible staff member who will order, deliver, and later collect the key.

Students are not permitted to duplicate any key to any lock or door on campus.

Students are not permitted to enter any residence hall room other than their own with out the express permission of the resident(s) of the room. The resident(s) giving the permission must notify the staff member that it is permissible for a particular person to enter the room in the resident's absence.

All keys to any College lock, door, or other property must be returned no later than the end of the spring semester. Students who fail to return the room key to their residence director, or who fail to return other College keys to the specified staff member, at the end of each semester will be billed for the cost of labor and materials associated with the installation of a new lock and the making of new keys.

PETS

Pets are not allowed inside any campus facilities. Students living on campus are not permitted to keep personal pets in their rooms. This includes birds, fish, rodents, snakes, dogs, cats, etc.

POSTERS AND PUBLICITY

All fliers shall be posted on bulletin boards and walls only. Fliers must be identifiable to source. Any banners, posters , or other publicity larger than a flier may be posted outside of bulletin board areas so long as these are up for a period of no longer than ten (10) days. Authority to put up this larger publicity must be obtained through the Publicity Chairman of the Student Government Association.

Any damage done to College property by the display of posters or any cleaning that needs to be done as a result of publicity materials littering the campus will be paid by the source of publicity.

In the event of a suspected violation by an individual or organization, any student or College official may submit a report to the Conduct Review Sub-committee. The deciding judicial body may impose a fine of not more than twenty-five dollars. Any fines collected will go to the general SGA fund.

Any on-campus publicity by off-campus or non-official campus organizations must be approved, and must also follow the above regulations, where possible.

Special areas for and methods of publicizing College activities will be determined by the Student Senate.

A resident director or another College official must be contacted for authorization to hang banners for homecoming, elections, etc.

All publicity must be removed by the sponsoring group within three days following the publicized event.

Salesmen are not permitted to solicit on the campus without written permission from the Dean of Students. Students, as well as staff, should ask any solicitor for proof of written permission from the Dean of Students. Should a residence group want a salesman to present or demonstrate a particular product in the residence hall lobby, the Residence Hall Council should notify the Dean of Students. This same procedure also covers solicitation of donations.

Students desiring to sell products in order to earn money toward their education of College organizations conducting fund raising projects may apply to the Dean of Students for special permission to sell products.

PREPARATION WEEK

The College has set aside the week before final exams in both the spring and fall semesters as a special time to review academic work and prepare for final exams. It is designated as PREPARATION WEEK. The following policy and requirements are designed to help students concentrate on their studies

by reducing the usual multitude of college activities that demand time and attention.

As of 8 a.m. on the first day of Preparation Week, no papers, test or additional work (beyond completion of courses) may be assigned. Lab tests may be given during Preparation Week. Class assignments made earlier in the semester may be due during Preparation Week. **Residence Halls will observe 24 hour quiet time beginning at 10:00 p.m. the day before the first day of Preparation Week.** Hall Councils may approve a lifting of the quiet hours for a maximum of two (2) hours each day with the approval of their residents and Resident Director. Designated hours will be posted in each residence hall. A student who violates quiet hours is subject to a minimum $25.00 fine per incident. The quiet hour policy extends through finals week.

As of 8 a.m. the 4th day of Preparation Week and continuing through exam week no college-sponsored or affiliated groups may hold meetings or programs that involve students and/or require student attendance. Judicial bodies acting on official business may meet during this time.

On the Saturday of Preparation Week, from 6:00 p.m. to 12:00 midnight, there will be a suspension of these requirements (other than residence hall quiet hours) allowing students and their organizations opportunities for recreational activities. At midnight, Preparation Week requirements resume and continue through exam week.

The Student Services Committee will not consider petitions for exceptions to policies governing Preparation Week.

RESIDENCY

All full-time students are required to reside on campus during the fall and spring semesters of the academic year unless they have received permission, in writing, from the Dean of Students' Office or the "Exception Review Committee" at least 15 days prior to the registration process of the applicable fall semester. (Housing options are available for the May Module and Summer Sessions by contacting the Dean of Students' Office. Housing is not available during the month of August).

Exceptions which may be approve are:

1. Students, of senior classification, who are 21 years of age, or older, before the beginning of the fall semester of the academic year for which they are seeking the exception.
2. Students from the Shreveport/Bossier area who wish to reside, at home, with their parents.
3. A specified number of greeks (determined by the Dean of Students) wishing to reside in their greekhouse. Those a approved must purchase a 2/3 or full meal plan.
4. Students who are married, divorced, or a single parent.

"Exception Review Committee":

Requests for exceptions not provided for in the above-stated guidelines may be directed to the "Exception Review Committee" through the Dean of Students' Office. The committee membership consist of the Chairperson of the Student Services Committee (serving as chair), a resident student appointed by the chair, a representative from the Business Office and the Dean of Students.

When there are empty rooms in the residence halls they may be made available to students, as private rooms, on a seniority basis at the rate of a private room. However, single occupancy is not guaranteed any student at any time and is to be considered a privilege rather than a right. **Room fees are not refundable.**

Room assignments are made according to the following steps:
(Full time students have priority)

1. Housing applications are mailed to all resident students. Questions include the specific room requested and the preference for private or double occupancy. The student has the opportunity to state such preferences as a roommate who does not smoke, one who wants music while studying, etc.
2. Requests are met in accordance with the following priorities, in this order; present occupancy, classification and seniority privileges and date of receipt of application.
3. Double occupancy requests have priority over single occupancy requests.
4. After the deadline for returning applications, assignments are made on a first application received basis although the returning students maintain priority over incoming students until June 1.
5. Private rooms are offered as long as they are available with priority given seniority classification coupled with the return of the application prior to deadline.
6. When assignments have been made, students are given a room contract which must be signed and returned to the Dean of Students' Office within a stated time period.
7. Students whose roommates withdraw before registration will be assigned another roommate. Personal choice will be honored whenever possible.
8. Students whose roommates leave after registration will be given the option of taking a new roommate, moving in with another student who needs a roommate, or paying for single occupancy. The Dean of Students' Staff will assist the student who faces these choices. Extenuating circumstances may be given consideration.

A room change request is considered first as a counseling situation and it is hoped that students will learn to settle their differences and live together. A change is made only with approval from the Dean of Students' Office. A $10.00 room change fee will be assessed to each student making a room change after the fifteenth class day of the semester.

The College officials responsible for the administration of residence halls have the authority to initiate, at their discretion, revocation of housing contracts and/or appropriate disciplinary action.

RESIDENCE HALL INFORMATION AND REGULATIONS

The Dean of Students' Office is responsible for the operation of the residence halls. This office provides counseling to students, makes room assignments, selects and trains the residence hall staff members and processes reports of alleged student misconduct. The resident directors and resident assistants communicate with residents regarding the College and its services. The resident assistants are trained to be peer counselors and advisors. It is also the responsibility of the residence staff (as well as any student) to report residents whom they observe to be in violation of College expectations.

Custodial services include cleaning of bathrooms and halls and the emptying of hall trash receptacles daily on weekdays. It is the responsibility of each student to keep his/her own room clean, to report maintenance problems and damages to furnishings to the resident director or resident assistant. Only in the case of emergency should individual students call for maintenance services. If this is necessary students should call 5286 between 8:00 a.m. and 4:30 p.m. weekdays. Evenings and weekends students should contact security be calling 5000.

Access to Residence Halls

All non-residents (including guests of residents) must **enter and exit** through the lobby entrance of residence halls. Members of the opposite sex must be signed in, escorted, and signed out in accordance with College policy.

Appliances

No appliance with exposed heating elements and no multiple socket plugs may be used in any residence hall room. Students are authorized to have a low wattage microwave oven and a small refrigerator in their room.

Back Doors

With the exception of the honors hall, the back doors to the women's buildings are locked and put on an alarm system for security purposes. Use of doors other than main entrances (front doors) from 8:00 p.m. to 6:30 a.m. is not permitted.

Barbells

At no time are there to be barbells or any weight lifting equipment in the residences. There is a weight room in the Gold Dome and one in Haynes Gymnasium.

Dress and Conduct

Dress and conduct should be in good taste at all times.

Food

Public health regulations prohibit the storage of food in bathroom areas. No uncovered containers of food may be stored in residence hall rooms. **No cooking is permitted in a residence hall room.** Cooking is permitted in designated kitchen areas. Cooking even in these areas may not be a substitute for the meal plan. No perishable food should be left in the residence hall during vacation periods.

Lobby Piano and Television

The pianos may not be used during strict quiet hours and at no time may they be used for practice. The television may be used quietly at any time as long as the viewer extends courtesy and thoughtfulness for others. The residents of each hall have priority over other persons concerning television use in their respective residence halls.

Lobby Visitation

Students are allowed to have guests of the opposite sex in their residence hall lobby twenty-four hours a day. After the official visitation hours, a guest in a lobby must be in the company of his/her host(ess). Overnight sleeping in the lobby area is prohibited.

Musical Instruments

Musical instruments are not permitted to be played in the residence halls except under the express permission of the resident director or the vote of the students who might be annoyed by the noise. A student vote must be reported to the residence staff by a member of the Residence Hall Council.

Opposite Sex Visitation

All students 18 years of age and older may opt to have opposite sex visitation in their residence hall rooms. Visitation hours are 11:00 a.m. to 3:00 a.m. daily. All guests of the opposite sex must be escorted from and to the lobby by the host(ess). It is the responsibility of the host(ess) to complete the official sign-in/out procedures. Opposite sex guests must not be left in rooms without the presence of their host/hostess. Students who request no visitation are assigned rooms accordingly to assure privacy. Residents under 18 years of age may have opposite-sex visitation with parental permission. These regulations as well as all other residence and campus regulations apply to all residence halls.

Overnight Guests

Students may have overnight guests of the same sex; there are, however, some regulations to be observed.

1. All overnight guests, even one staying in the room of the host or hostess, must be registered with the resident director.
2. All guests must comply with our residence and campus regulations; the student host or hostess will be responsible for any infraction by his/her guest(s).
3. Guests should plan to come on weekends, if at all possible.
4. Guests should stay on campus no longer than three nights without specific permission from the Dean of Students Office.

Pets

Students are not allowed to keep pets of any type in residence halls.

Residence Halls Dues and Fines

All resident students may be asked to pay residence hall dues and, when applicable, fines. Failure to comply will result in disciplinary action.

Residence Hall Closing

Residence halls are officially closed at the conclusion of each academic semester or session and at other times designated in the Official College Calendar found in the College Catalog and Student Handbook. It is expected that all students will vacate the residence halls during these times. In emergency cases students may be permitted to remain if permission is granted by the Dean of Students. During the times the residence halls are officially closed, the opposite-sex visitation policy is suspended. Any opposite sex visitation at these times will be considered a violation of College regulations as are all stated College regulations.

Residence Hall Quiet Hours

Each resident hall must determine quiet hours at the beginning of each year unless specific hours are stated in the residence hall constitution. Students who are inconvenienced by noise should make a request to the offenders. If noise continues, students should talk with a resident assistant and/or report the persons involved in the noise-making to the Residence Hall Council. Misconduct report forms are available from any resident director.

Roof Areas

The roof areas and all equipment rooms are off limits to all except those authorized for inspection, repair, or work reasons.

Room Changes

A request for a room change is normally considered as a counseling situation. The residence staff and the Dean of Students staff are concerned and

ready to help. A fee of $10.00 will be assessed for any change occuring after the fifteenth class day of the semester.

Room Deposit

A $60.00 room deposit is required of all residents and is retained as a general housing deposit as long as the student resides on campus. The room deposit will be refunded at the end of the last semester a student attends the College, provided all financial obligations have been met. All damage charges assessed to a student prior to that time will be billed to his regular account. Charges for loss or damage of equipment or defacement of any community used area such as lounges, recreation rooms, corridors, or bathrooms may be assessed equally against the residents of the area. Occupants may be charged for damages to individual rooms in the event the vandal(s) is/are not apprehended or known to the College.

Room Furnishings

No furniture, including mattresses, may be moved from one room to another without permission of the resident director. For example, a room should have only one mattress and box spring per resident. College furniture may not be physically altered in any way. Contact (adhesive-backed material) paper should not be applied to any surface (furniture, walls, floors, baskets, etc.) in residence halls. Ceiling hangings and partially obstructed doorways are not allowed in residence rooms.

Room Inspection

At Centenary, you have the right to privacy in your own room. However, on occasions, the residence staff and/or other College officials have the authorization to enter rooms and make visual checks in responding to real, or potential, emergency situations, to make routine maintenance or fire hazard inspections, to maintain minimum health and safety standards and to enforce pertinent regulations. To enter a room and inspect a student's personal belongings requires a letter signed by the Dean of Students. this search application will specify the reason for search and the object sought. Every effort will be made to have the student present during the search. However, if the student is not available, the search will be conducted.

Each semester residence staff members inventory all residence rooms and furnishings. This detailed inventory includes previous damages and the amount, type, and condition of the furnishings of inventoried rooms. Suitemates shall be equally responsible for the bathroom and hall of their suite. Re-evaluation shall be made by the staff when room changes occur, during breaks and during the semester on notice. The residence hall staff, on notice to the student, may check a room at any time for health, safety or maintenance reasons. These checks are visual only. A letter from the Dean of Students is required for entry to a room for a search and seizure inspection.

Safety and Health Measures

It is against the regulations of the College and civil law to tamper with fire equipment of any kind and each student should accept personal responsibility for reporting anyone who does so.

Every student should accept personal responsibility for helping to prevent false fire alarms. A series of false alarms may well encourage a situation in which an alarm pulled for an actual fire or other emergency goes unheeded. Also, everyone should recognize that some students are seriously upset by the sudden interruption of their sleep, particularly by a sound which spells danger.

Students should empty their wastebaskets whenever they are full; an overflowing wastebasket is a fire hazard. The emptying of ashtrays into wastebaskets should be done with great caution.

Electric circuit breakers are sized for the number of outlets provided to prevent fire. Plug adapters used to increase the number of outlets in a room should not be used. This is particularly true when more than two appliances are being operated simultaneously.

The burning of candles and other substances such as incense is not allowed in the residence halls. Such items have been the cause of many fires.

Any student who detects an odor of burning should report this immediately to the resident director. Students' rooms should be kept reasonably clean. Piles of soiled clothes, uncovered food and spills not cleaned up are health hazards.

Students should report illness to the RA, RD and campus murse. Proper care can prevent the spreading of illness on campus.

Smoking

Smoking in the Residence Halls is restricted to the individual student's room provided the roommate and/or suitemates agree to allow smoking. Each residence hall may elect to approve smoking in one of the lounges, preferably the second floor lounge if there is one.

Telephone and Television Cable Service

Each residence hall room is equipped with a modular telephone jack providing service for rotary, pulse output, or tone output instruments. Touchtone output instruments are recommended. Commercially available long distance services may be contracted on an individual student-by-student basis. Each residence hall room is properly wired for television cable service. It is in violation of local, state, and federal codes for anyone to connect a cable line to a line of another subscriber to receive cable service without the expressed permission of the cable company. To do so in considered theft of services and can result in large fines and incarceration. The College may also take disciplinary action against anyone convicted of such offenses.

Theft

The College is not responsible for theft of personal property from residence hall rooms or elsewhere on College property. The resident directors

have Missing Item(s) Report Forms which the student should complete when belongings are missing.

Wall Hangings and Decals

Posters and pictures may be hung on the walls only with the use of thumbtacks. Damages will be assessed for use of any material which defaces the walls or ceilings. Ceiling hangings are a fire hazard and therefore may not be used. Decals may be used on *glass* surfaces only, but **must be removed when the student vacates the room.** Decals may not be applied to wooden or painted surfaces or lamps.

Weapons

Weapons of any kind are not permitted in the residence hall. Storage of weapons used for hunting can be arranged through the Security Office in Haynes or by calling ext. 5000. (Chinese "throwing stars" are considered lethal weapons in this and most areas.)

Smoking on Campus

Smoking is not permitted in the administrative and academic facilities, Haynes Gym, the library, or the Gold Dome. Smoking is permitted in the designated areas of the

*SUB - in the designated lounge and recreational areas. Smoking is not permitted in the administrative office areas (Career Center, Activities Office, Post Office, etc.).

*CAFETERIA - in the area between the patio doors and the Centenary Room doors of the North Cafeteria.

*PHYSICAL PLANT - in the designated break area.

*RESIDENCE HALLS - restricted to the individual student's room provided the roommate and suitemates agree to allow smoking. Each hall may elect to approve smoking in one of the lounges, preferably the second floor lounge if there is one.

Sports, Other than Varsity & Intramural

Golf - The campus is not to be used as a practice range or putting area. (The ball is a missile, and can damage college property, not to mention someone walking by.)

Tolf - Tennis Golf - Playing golf using tennis balls is permitted providing a spotter is used to keep the players from hitting any pedestrians in the area. (The spotter can warn the players not to hit the ball until the area is clear {usually they tell people to watch out}. Doors, trees, and trash cans are all targets at various locations around the campus.)

Frisbee - Throwing a frisbee on campus or playing frisbee golf is permitted providing care is taken with pedestrians in the area. (The frisbee is the least of the dangerous items thrown on campus. Again, doors, trees, and trash cans are targets.)

Roller Skates - Not permitted inside any facility or on any tennis courts.

(No inside surface can take the abuse. Courts are specially prepared and the wheels can damage the surfaces.)

Roller Blades - Not permitted inside any facility or any tennis courts.
(Inside surfaces are not prepared for this activity and can be damaged. Tennis court surfaces have a special surface that can be damaged even though wheels are softer.)

Skate Boards - Not permitted on campus.
(Difficult to control and have proven to be hazardous to pedestrian and vehicular traffic.)

• Specific Areas of Conduct For Which Any Student is Subject to Disciplinary Action

1. Alcoholic Beverages
Use, possession, or distribution of alcoholic beverages in or on any College property. (See number 18 below)

2. Civil Law
Any conduct which is in violation of city, state, and/or federal laws.

3. Drug-free Schools and Communities Act
In complying with The Drug-free Schools and Communities Act Amendments of 1989 (Public Law 101-226), a student accused of violating alcohol and/or drugs policies and laws will be subject to disciplinary proceedings with the guarantee of procedural fairness. Circumstances of the policy violation will affect the variance in formality with the gravity of the offense and sanctions which may be applied. Disciplinary proceedings may produce results ranging from dismissal of charges to the assessment of sanctions to include warning, probation, suspension, or expulsion.

4. Drugs
Use, possession, or distribution of narcotics, stimulants, depressants, mind-expanding or other dangerous drugs, except as expressly permitted by state and/or federal laws. (See number 3.)

5. Failure to Cooperate
Failure to cooperate with the request of the College officials (faculty, administration, resident staff, and Residence Hall Councils) in the performance of their duties.

6. False Information
Willfully and knowingly furnishing false information to the College.

7. Fire Alarms and Fire Safety Equipment
Willfully and knowingly tampering with fire safety equipment is in violation of College policies and civil codes.

8. **Firearms, Explosives**

Use, possession, or distribution of firearms, explosives, or incendiary devices, in or on any College-owned or College-controlled property. Students should be aware that such items as firecrackers, bottle rockets and the like are included in the term "explosives."

9. **Hazing**

Hazing in any form (physical or emotional), on or off campus, by any individual, group of individuals, or campus organization is strictly prohibited. Hazing includes any activity or function which is demeaning or embarrassing to an individual or group of individuals.

10. **Honor Code**

Violation of the Honor Code of Centenary College.

11. **Inappropriate Conduct**

Conduct that leads to embarrassment or indignity of others or to the College, while on College property or at College-sponsored activities.

12. **Misuse of College Materials**

Forgery, alteration, or misuse of College documents, materials, or records.

13. **Misuse of Identification Materials**

Forgery, alteration, or misuse of identification materials or records.

14. **Misuse of Property**

Theft of, damage to, or illegal possession of any College-owned or College-administered property and property of a member of the College community or any campus visitor and any acts which deface or destroy College buildings and/or grounds.

15. **Obstruction of Proceedings or Activities**

Obstruction, disruption, or hindrance of teaching, administration, disciplinary proceedings or other College activities, including public service functions or other authorized activities on College property.

16. **Organizations, Public Expression**

Violation of College policies or campus regulations concerning the registration of student organizations and the use of College facilities.

17. **Physical Abuse**

Physical abuse or the threat of physical abuse to any person on College-owned property, or at Centenary-sponsored or supervised functions, or conduct which threatens or endangers the health, safety, or well-being of any such person. (Physical abuse shall include sexual assault, forcible or non-forcible; acquaintance rape; rape, or any physical contact against one's own will.)

18. **Residential Rules**

Violations of rules governing residence in College-owned or College-controlled property, including failure to pay residence hall dues or fines on time. (failure to attend meetings, etc.)

19 **Sexual Harassment**

Sexual harassment of any form, against males or females, shall not be tolerated by the campus community. Refer to the next section on Sexual Harassment, reporting procedures and possible outcomes.

20. **Unauthorized Entry**

Unauthorized entry into or use of any College facility or property

21. **Visitation**

Failure to adhere to the hours during which a member of the opposite sex may visit in a student's room These hours are 11:00 a.m. to 3:00 a.m. daily.

22. **Weapons**

The possession or use of any weapon in, or on, any College owned property or at any College sponsored activity is strictly prohibited and will result in confiscation in addition to further disciplinary action. Weapons include firearms, knives defined as such by legal codes, bows and arrows, Chinese "throwing stars", clubs, etc.

SEXUAL HARASSMENT

CENTENARY COLLEGE POLICY
I-93

Centenary College seeks to cultivate a spirit of community in which each individual may participate without fear of intimidation. The College does not tolerate discrimination in any form.* All employees and students are urged to avoid any action or conduct which might be construed as sexual harassment. Sexual harassment is defined as follows:

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a requirement of employment or participation in an academic program or activity, (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering ;with an individual's work or academic performance or creating an intimidating, hostile or offensive working, academic or campus environment.

Any behavior deemed to be sexual harassment by a member of the staff or faculty shall be reported directly to the aggrieved party's supervisor (immediate or higher); a student shall report to the Dean of Students or to the Assistant Dean of Students. (Hereafter, the individual who receives the information from the complainant will be referred to as the facilitator.) After consultation with the

facilitator, the matter of alleged harassment shall be pursued further following the sequence outlined below. However, upon the request of the complainant, this process may be terminated at any step, whereupon all documentation would be destroyed. A fair process shall be observed in which the rights of both the complainant and the accused are respected. The investigation of the complaint will proceed as follows:

1. To encourage that the issue be resolved informally, a meeting of the facilitator, the complainant, the complainant's advocate (if so desired by the complainant), the accused and the accused's advocate (if so desired) shall be called by the facilitator who shall encourage open discussion, in which both parties involved in the complaint may hear a description of the situation from the other's point of view in an effort to resolve the complaint. This meeting shall remain confidential without documentation.

2. Should the complaint not be resolved informally, the complainant may formalize the complaint; a written and signed complaint must be filed with the Office of the President within one (1) calendar year.

3. If the accused is a student, then a "Report of Suspected Student Misconduct" shall be filed with the Dean of Students, who shall, in turn, refer the case to the Judicial Referral Board for review. The Judicial Referral Board is responsible for the referral of cases of alleged student misconduct and will process the case in accordance with policies and procedures established in the current Centenary College Student Handbook.

4. If the accused is a faculty member, then a complaint shall be filed with the Dean of the College (Provost) who shall forward the complaint to the Promotion, Evaluation and Tenure committee. This committee is charged with making a recommendation of remedial action to the Dean of the College (Provost).

5. If the accused is a staff member, than a complaint shall be filed with his or her immediate (or higher) supervisor, who shall request that the administration appoint an ad-hoc committee comprising no less than three (3) members of the staff to hear the accusation. The committee is charged with making a recommendation of remedial action to the appropriate senior officer or to the President of the College.

6. If the accused is a member of the senior administration, then the complaint shall be filed with either the Academic Dean (Provost) or the President of the College, who shall set up an ad-hoc committee comprising no less than three (3) members of the administration to hear the complaint. The committee is charged with making a recommendation of remedial action to the President.

7. A recommendation of remedial action may include, but is not limited to, the following: no action taken, a warning, documentation in the individual's permanent personnel record, or dismissal of the student or employee. All paperwork associated with investigation of the complaint shall be destroyed after a period of six months unless there is a judgment of guilty. In such cases, records relating to the case shall be maintained in a confidential file in the Office of the President.

Unless specifically addressed in this document, this policy does not supersede any existing provisions of the Faculty Handbook or administrative polices of Centenary College.

*Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964.

*Procedures of Centenary College for Insuring Due Process

Centenary College is dedicated to the proposition that personal responsibility is one of several characteristics necessary to a college learning experience. It is anticipated that the majority of the students, when told of the expectations of the College, will choose to abide by them. Inevitably, however, there will be those students who choose to do otherwise.

In order to insure that due process is afforded those who choose to act contrary to these expectations, the College has established a judicial system the form of which is depicted in the chart provided in the previous section. Technical aspects of student's rights, freedoms and responsibilities are covered in the statement by that name.

The Honor Court is responsible for hearing cases of suspected academic misconduct. Technical aspects of the Honor Court and its procedures are stated in its constitution.

The Judicial Referral Board is made up of the Dean of Students, the Chairperson of the Judicial Board and Chairperson of the Conduct Review Sub-Committee. An alternate for each of these persons will be chosen so that he/she may act in the absence of the primary officer. The Chairperson of the Judicial Referral Board is the Chairperson of the Conduct Review Sub-Committee. The Judicial Referral Board is responsible for the referral of cases of alleged student misconduct to the Residence Hall Councils, the Judicial Board, or the Conduct Review Sub-Committee.

Summer discipline cases will be heard by an ad hoc committee appointed by the Chairperson of the Conduct Review Sub-Committee. Appeals should be made to the Conduct Review Sub-Committee.

The Judicial Board is responsible for hearing and acting upon cases referred to the group by the Judicial Referral Board and which involve specific areas of conduct for which any student may be subject to disciplinary action and for hearing and acting upon appeals to cases heard by a Residence Hall Council. Technical aspects of the Judicial Board and its procedures are stated in the Student Government Association and Judicial Board Constitutions. In the event a student whose case was heard by the Judicial Board is dissatisfied with the decision of the Board, he or she may appeal the decision to the Conduct Review Sub-Committee.

Role of the Conduct Review Sub-Committee

The duties of the Conduct Review Sub-Committee include considering and deciding upon all cases of misconduct referred by the Judicial Referral Board. Allowable penalties include suspension and expulsion. The committee also decides upon appeals resulting from other disciplinary action. If a student questions the fairness of disciplinary action taken against him by a judicial body, she or she should be granted, on request, the privilege of a hearing before this Committee. Technical aspects of the Conduct Review Sub-Committee and its procedures are stated in its guidelines. In the even a student is dissatisfied with a decision of the Committee, he or she may appeal the decision to the President of the College.

Role of the President of the College

The President is included in the due process procedure for students who have violated behavioral policies of the College. He is available as a "last" on-campus source of appeal from a decision or review of the Conduct Review Sub-Committee.

Also inherent in the office of the President is the obligation to take whatever measures may be necessary to protect the well-being, and integrity of the College and its members. Of course this obligation is reserved for emergency circumstances only.

Nothing herein contained shall be regarded as detracting from the traditional plenary powers of the President of the College and, notwithstanding anything to the contrary herein contained, the President of the College may on his own initiative and at his own discretion immediately and without any procedural requirements whatsoever suspend or expel the student, or otherwise suspend or terminate his right to be present on the campus or to attend classes. Such action is subject to review by the Conduct Review Committee, but the status of the student, pending final action, shall remain that in which he has been placed by the President.

* CONDUCT REVIEW SUB-COMMITTEE

PURPOSES AND RESPONSIBILITIES

1. A primary function of the committee is to consider and decide upon all cases involving non-academic misconduct referred to it by the Judicial Referral Board.

2. The committee also decides upon appeals resulting from other disciplinary action, including that of the Honor Court. If the student questions the fairness of a disciplinary action taken against him by a dean or a student judicial body, he/she should be granted on request the privilege of a hearing before this committee.

3. At the request of the Executive Council of SGA, the committee will rule upon the constitutionality of actions taken by the Student Government Association.

4. Furthermore, the committee should stay informed about disciplinary problems and make recommendations to judicial bodies and members of the administration charged with disciplinary responsibilities.

COMPOSITION OF THE COMMITTEE

1. The committee shall be composed of seven voting members (two faculty members, one staff member, four students members, a faculty member shall serve as chair). Student members shall not hold any elected office to the Student Government Association, membership on the Judicial Board, or membership on the Centenary Honor Court. The chairperson should have a minimum of one year's previous service on the committee. The Dean of Students shall be an ex-officio member of the committee without vote, and shall function as its executive officer...that is, charged with the responsibility of enforcing the decision of the committee.

2. The two voting faculty members of the committee are recommended by the Faculty Coordinating Committee and re appointed by the President for terms of one academic year. Whenever possible, for purposes of continuity, faculty members will serve more than one term.

3. The four voting student members, one representing each class, are nominated by a majority vote of the Student Senate, subject to the approval of the President of the College.

4. The staff member of the committee shall be appointed by the President of the College.

5. The composition of the committee during the summer will be determined by the committee at its May meeting. The chairperson of the committee will call a meeting of the committee in the early part of May to determine who will be available for summer meetings, if needed.

6. Whenever possible, appointments to this committee are made with due consideration for the principle of separation of power as defined in the SGA Constitution.

PROCEDURAL RULES

1. Four student members, two faculty members, and the staff member must be present in order for the committee to make a decision unless the accused waives his or her rights to the full committee being present. A minimum of five members of the committee must be present to hear a case.

2. The committee will meet in regular session once each semester to discuss procedure and campus disciplinary problems.

3. The committee chairperson or the President of Centenary College can call a committee meeting at any time either by verbal or written notice.

4. The agenda for the meeting will not be disclosed to the members in advance. Prior to each hearing, the chairperson shall ask committee members if they have been approached prior to the hearing by representatives of either side (accused or accuser) and to what extent. Persistent or inappropriate contact prior

to a hearing may result in an additional violation under Obstruction of Proceedings.

5. The proceedings of the meeting are held in strict confidence.

6. The chairperson of the committee will request that two sets of minutes be prepared by a faculty/staff representative. One set of minutes will be kept in the file of the committee secretary, the other in the Office of the President of Centenary College.

7. No member of the committee who is interested in a particular case in any way other than his or her official function as a member of the Committee shall sit in judgement during the proceedings.

8. The committee should confirm that the accused has received in writing all charges brought against him/her and has had sufficient time to prepare a defense (five days minimum). The accused and the accuser may present any evidence that the committee deems pertinent and relevant to the case.

9. Both the student who is accused and the student who makes the accusation have the right to be assisted in the case by a Centenary College faculty or administrative advisor of their choice.

10. The burden of proof rests upon the persons bringing the charge.

11. The accused shall be given the opportunity to testify and present evidence and witnesses. In appeals from decisions by the Honor Court, the Honor Court will be the accuser and will be bound by provisions of Article 7 of the Honor Court. In all other cases he or she shall have a opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against him or her unless he or she has been advised of their content and of the names of those who made them, and unless he or she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

12. (a) All members of the committee have the right to question the accused, the accuser, and the witnesses.
(b) The accused has the right to question the accuser and witnesses.
(c) The accused, as well as the accuser, has the right to remain in the room as long as the case is being heard and until the committee is ready to deliberate, or until the committee considers another (separate) case.

13. (a) The decision of the committee shall be based solely upon matters considered by the committee at the hearing.
(b) The committee may dismiss charges, or may assess penalties ranging from warnings through expulsion.
(c) The chairperson communicates the decision to the accused. A letter of confirmation follows.

14. The chairperson will prepare six (6) letters of response that reflect the final decision of the committee - one for the accused, one kept in the files of the chairperson, one each in the offices of the President of the College and the Dean of the College (Provost), and two in the office of the Dean of Students.

15. For the Conduct Review Sub-Committee to consider an appeal, the student must file such an appeal in writing with the committee chairperson within one week after the decision has been rendered by a lower body. (Appeals

of decisions of the Honor Court must be made to the Dean of the College {Provost} in accordance with Article X of the Honor Court Constitution.)

16. The decision of the Conduct Review Sub-Committee is usually considered final, however, decisions (other than Honor Court appeals) are appealable to the President of the College, or ultimately to the Board of Trustees.

17. Nothing herein shall be regarded as detracting from the President's powers as set forth in the "Statement on Student Rghts and Freedoms" as it appears in the *Student Handbook.*

*Campus Parking Policies And Regulations

I. MOTOR VEHICLE POLICY

Operating a vehicle on the Centenary College campus is a PRIVILEGE granted by the College. It is not an inherent right of any faculty or staff member, student, or visitor. In the interest of safe and courteous vehicle operation and parking, the College has adopted and enforces the following regulations. It is the responsibility of the driver to know, understand and follow these regulations, or be cited for any violations.

Vehicle registration is required for any vehicle operated by a member of the College community.

Centenary College assumes no responsibility, nor creates any liability, for the care and/or protection of any vehicle, or its contents, while it is on campus.

II. Definitions

ABANDONED VEHICLE: Any vehicle parked on campus without a decal displayed and not moved for a period of seventy-two (72) hours.

HANDICAPPED AREAS: Either an actual handicapped parking space or areas that are utilized for handicapped access (ramps).

IMMOBILIZER: A device that can be attached to the wheel of a vehicle to prevent it from being moved.

LOADING ZONE: An area which has been reserved for the exclusive use of a vehicle during the actual loading or unloading of passengers or goods.

NON-REGISTERED VEHICLE: Any vehicle that is being used by a member of the College community and is not properly registered.

OWNER: The person who holds the title (or lien) to the vehicle, or whose immediate family member holds the title (or lien) to a vehicle being operated or parked on the College campus.

PARKING/TRAFFIC VIOLATIONS: Referred to as "Ticket."

REGISTRANT: The person who completed and signed the Vehicle Registration Form.

SECURITY OFFICER: An employee of Centenary College charged with the responsibility for the protection of the College community and College

property and the enforcement of the general rules and regulations of the College.

TRAFFIC CONTROL DEVICES: Signs, markings and devices installed by the College for the purpose of regulating, warning or guiding traffic or parking.

VEHICLE: Any motor vehicle that is used for transportation.

VEHICLE REGISTRATION: The system engaged by the College to register any vehicle used by a member of the College community. (See Part IV, Vehicle Registration and Fees).

VEHICLE REGISTRATION DECAL: Referred to as "Decal." An adhesive decal used to identify vehicles and to insure compliance with College parking regulations, policies and practices. The decal, obtained at completion of Vehicle Registration, is good for one year, expiring on the 15th of August each year.

III. Moving Traffic Policies and Fines

A. Centenary College campus is a legal school zone. The speed limit is 15 m.p.h., 24 hours a day, seven days a week, regardless of whether or not school is in session.

B. Pedestrians have the right of way at all times.

C. Moving Traffic Fines (in addition to regular value of ticket, see section VII:B)

1. Speeding:
   a. 1st Offense — $25.00 and/or warning
   b. 2nd Offense — $50.00
   c. 3rd Offense — $100.00 and loss of driving privilege
2. Reckless operation of a vehicle — $25.00
3. Failure to yield to a pedestrian — $25.00
4. Driving the wrong way — $25.00
5. Driving around/through a barricade — $25.00
6. Failure to obey instructions of a Security Officer — $25.00
7. "Joy Riding" or "landscaping" — $250.00 plus repair costs and referral to the Judicial Referral Board

NOTE: A vehicle does not have to be stopped and a ticket issued at the time of violation. A ticket may be placed on the vehicle later or mailed to the registrant.

IV. Vehicle Registration and Fees

A. All faculty, staff, employees and students (full/part-time and graduate) are required to register their vehicles and obtain decals. Individuals may register only those vehicles to which they, their spouses, parents, or guardians hold the title or lien.

B. Registration of a vehicle does not guarantee a parking space on campus.

C. Vehicles will be registered on a first come-first served basis in accordance with the registration cycle used by the College. Residence students classified as seniors have priority for decals for Lots 2 (men) and 4 (women).

D. Vehicles will be registered and decals obtained at the Business Office (Hamilton Hall). Students may register their vehicles during registration day at the appropriate station, or at the Business Office at other times.

E. A waiting list will be maintained by the Chief of Security for those students wishing to obtain a Lot 2 or 4 decal who are not seniors. As openings occur, after the close of registration, those on the list will be contacted with priority given to juniors, then sophomores and finally, freshpersons.

F. Temporary parking permits are required when a person is temporarily using a vehicle other than the one he or she has currently registered. These are available in the Business Office in Hamilton Hall at no cost. Temporary permits are good for a maximum of two (2) weeks.

G. Vehicle registration forms, decals and tickets are official documents of the College. Falsification of or allowing falsification of official documents subjects one to disciplinary action.

H. Any vehicle with an unauthorized or altered decal may be immobilized or towed at the owner/registrant's expense.

I. Fees

1. Academic year - Resident	$25.00
2. Academic year - Commuter	$10.00
3. One semester - Resident	$12.50
4. One semester - Commuter	$ 5.00
5. Summer semester only	$ 5.00
6. Motorcycle (see note 1)	$ 5.00
7. Second Vehicle (see note 2)	$ 1.00
8. Replacement decal	$ 1.00

Note 1: Motorcycles are required to park in the areas set aside charged for the full price of vehicle registration. Motorcycles may not be parked, nor stored in any residential facility, nor any other facility without the permission of the Chief of Security, Dean of Students, and the Director of Physical Plant.

Note 2: Third or additional vehicle will be charged at the cost of registering the initial vehicle.

V. Decal Display

A. The decal goes on the rear window of the vehicle, lower right hand corner, or on the right side of the rear bumper. Decals will be permanently affixed to the outside of the vehicle and visible when standing behind the vehicle.

B. Registration of a vehicle is NOT complete until the decal is affixed as stated above.

C. Penalties for improper decal display are the same as penalties for parking violations.

D. ONLY the current decal will be fully displayed. Previous decals are to be removed or covered over with the current decal. NOTE: Overlapping the decals so the logo shows is permitted.

E. Temporary permits will be taped to the inside of the rear window, in the lower right hand corner, or as designated by the campus Security Department.

VI. General Provisions

A. Pedestrians have the right of way at all times.

B. Inclement weather, absence of a parking space or the fact that others are parked illegally are not excuses for parking illegally.

C. The registrant of a vehicle is responsible for all tickets issued to his/her vehicle including those incurred by others. The driver of a non-registered vehicle is responsible for all tickets issued regardless of ownership.

D. Vehicles presenting a hazard to campus safety or bringing discredit to the College will be towed at the expense of the owner/registrant.

E. Any ticket issued by a Security Officer may be appealed. All appeals must be made within five (5) days of the violation, week-ends and holidays excluded, to the Chief of Security. The right to appeal is forfeited after this period. Appeals of decisions of the Chief of Security should be addressed to the Judicial Referral Board through the Dean of Students' Office.

F. When a vehicle becomes inoperable and/or cannot be parked in a proper area, the operator must immediately notify a Security Officer. Inoperable vehicles must be removed from campus within 72 hours after notification or they may be towed at the owner/registrant's expense. An inoperable vehicle presenting a hazard to traffic will be towed immediately.

G. Abandoned vehicles will be towed at the owner's expense three (3) days from the date of being identified.

H. Students who fail to pay their ticket fines may be prevented from graduating, future registration and/or release of grades or transcripts.

I. One ticket does not necessarily mean one violation. Violations identified on the ticket may be totalled and fines charged accordingly.

J. Each semester, tickets start anew. However, any non-registered vehicle owner/driver who is identified will be required to pay for ALL accrued violations.

K. All penalties apply to faculty, staff, employees and students of the College.

L. Students who have "guests" that incur tickets may be held accountable for their fines.

M. The Chief of Security will refer student multiple offenders to the Dean of Students for referral to the Judicial Referral Board. Continued infractions by faculty, staff, and employees will be referred to the Dean of the College (Provost).

N. Students who fail to comply with Centenary College Vehicle Regulations will be in violation of the expectations outline in the Student Handbook.

VII. Parking Violations and Fines

A. Parking violations include, but are not limited to:

1. Parking on campus without a decal.
2. Parking on campus with an expired decal.
3. Improper display of decal.
4. Parking in a Fire Zone (red curb or fire hydrant).
5. Parking in a Handicapped area--the designated parking space, or the area where a ramp is located.
6. Parking in a wrong lot.
7. Parking in a reserved area - spaces denoted for special parking (i.e. RD, visitor, barricaded, etc.).
8. Parking in a no parking zone -- areas designated with yellow curbs, control signs, barricades, or the absence of lines designating a parking space.
9. Parking on the grass or sidewalk. The area in front of Hardin Residence Hall is designated as a sidewalk.
10. Improper parking (taking two spaces, double parked, parked facing traffic, backed in, etc.).
11. Timed Zone (extending parking in a timed zone).

B. Fines for Parking Violations

1st and 2nd Violation (See Note 1)	$1.00
3rd Violation (See Note 1)	$5.00
4th and 5th Violation	$10.00
6th thru 10th Violation	$25.00
11th thru 19th Violation	$50.00
20 Violations and Up	$100.00
Non-Registered Vehicles	$25.00
Parking in a Fire Zone	$25.00
Parking in a Handicapped Area	$25.00
Parking in a Handicapped Area	$25.00
Use of Immobilizer	$25.00

Note 1: Fines for the 1st, 2nd, and 3rd parking violation are reduced to one-half if paid within 24 hours of the violation (weekend and holidays excluded), except for para B/7, B/8, B/9, and B/10.

C. Any vehicle issued four (4) or more violations per semester is subject to immobilization and/or the registrant having his/her driving privileges suspended and vehicle banned from campus.

D. When in violation of parking rules, the registrant or driver is solely responsible and the above penalties apply even though a ticket may not be found on the vehicle.

VIII. Policy for Parking of Vehicles

A. The decal denotes the designated parking area available for the registrant to park in. (See Map for parking lot locations):

Lot No. 1: Behind Hardin, James Annex, tennis courts: Decals 1,4, and F/S (daytime only)
Lot No. 2: Between Cline and Haynes (Reserved): Decal 2 only (Decal 6 from Friday 4:00 p.m. until Sunday 3:00 p.m.)
Lot No. 3: Between Museum, Jackson, and Rotary: Decals 1, 3, 4, GRAD, F/S, SAE (See Note 1)
Lot No. 4: Front of female residence halls (Reserved): Decal 4 only (Decal 1 from Friday 4:00 p.m. until Sunday 3:00 p.m.)
Lot No. 5: Woodlawn Ave, west side: Any valid decal (See Note 1)
Lot No. 6: Between Smith and Lot 5: Decals 2, 6, COMM, GRAD, F/S, SAE (See Note 1)
Lot No. 7: Mickle Drive: F/S (See Note 1)
Lot No. 8: Next to Cafeteria: F/S (See Note 1)
Lot No 8-V: Visitor Parking, front of Cafeteria (Reserved)
Lot No. 8-PH: Playhouse parking area: F/S (See Note 1)
Lot No. 9: Gold Dome/Physical Plant: Any current decal. (See Note 1)
Lot No. 10: Hurley parking area - to include driveway: F/S (See Note 1)
SUB: Small parking area by SUB: F/S while Jukebox is open
M ENT: Main Entrance: Lot 3 vehicles: Daytime ONLY. No vehicles after dark.

Note 1: Visitor and vehicles registered for other lots may park in these lots from 4:30 p.m. (Lot 7, from 8:00 p.m.) until 7:30 a.m. daily and all day on weekends and holidays.

B. During holidays and break periods, the weekend parking schedule is in effect. Enforcement starts at midnight, day before classes resume.

C. All non-registered vehicles subject to being ticketed regardless of the parking status.

Insuring Your Campus Safety*

***The following information is provided as the Annual Security Report as mandated by Title II of Public Law 101-542 for distribution to faculty, staff, and students of Centenary College of Louisiana.**

Centenary College maintains a staff of Security personnel providing services to the college community 24 hours a day, seven days a week, year round.

Students, faculty, and staff are encouraged to report immediately any unusual incidents, suspicions, thefts, crimes, or emergencies to Security personnel by simply dialing 5000 if on-campus or 869-5000 if off-campus. Security

personnel remain in constant telephone access by carrying a portable radio with telephone capability while on-duty.

The Security office is located in Haynes Gym which is in close proximity to a high traffic area between two large parking facilities.

Each residence hall is staffed with a full-time Resident Director and Resident Assistants while hall governance is established by elected residence hall council members. Additionally, an access monitor is on-duty from 11:00 p.m. until 7:00 a.m. seven days a week during the academic year in James Hall and Sexton Hall. Any unusual incidents, suspicions, thefts, crimes, or emergencies in the area of a residence hall (lobby, hallways, rooms) or adjacent parking lots should be reported to hall staff immediately.

The College maintains a hands free emergency/campus telephone system with stations located at nine (9) locations around the campus. The primary point of access to each residence hall has such equipment. Additionally, equipment is available near Lot 1, located behind Hardin, the south entrance to the Hurley School of Music, on the S.U.B. patio, and Lot 6, located at the south entrance of the Smith Building. Emergencies occurring in the City of Shreveport can be reported directly to the appropriate agency providing related services by dialing 9-911 if on-campus or 911 if off-campus.

Any unusual incident, suspicion, theft, crime, sexual assault (forcible or non-forcible), or emergency occurring on-campus should be reported to Security personnel immediately.

After response by Security personnel, an investigation will follow. Residence hall staff will assist in instances where a resident student or facility is involved. The Shreveport Police Department will be contacted when circumstances warrant their involvement. The Chief of Security, the Dean of Students, the Dean of the College, and the Director of the Physical Plant will be contacted dependent upon circumstances.

The College shall make timely reports to the campus community on crimes considered to be a threat to other students and employees.

Security personnel are instructed and expected to maintain a routine while on-duty which maximizes visibility.

Telephone access to Security personnel by simply dialing 5000 if on-campus or 869-5000 if off-campus is widely publicized and known to all in the campus community.

Staff in the Dean of Students' office, in the residence halls, and Security personnel are available to assist members of the campus community with any incident or emergency.

Numerous attempts are made to properly apprise members of the campus community of policies for reporting incidents or emergencies. Policies are emphasized in publications, on bulletin boards, during Orientation programs, and at residence hall meetings.

Three levels of judicial boards, each including student participation, function to adjudicate cases involving the violation of campus policies.

The College maintains an Incident Report from which is completed at the conclusion of an incident occurring on-campus. The form collects specific details related to the incident. Missing or stolen property on-campus is reported

utilizing a Missing Item Report. Report forms are available in the Dean of Students' office (Room 127, Hamilton Hall) and from the residence hall staff.

Facility access is determined in accord with a daily, weekly, and monthly facility-use schedule provided to Security personnel by the campus Facilities Coordinator. Requests for campus facility use are addressed to the Facilities Coordinator in the Business Office (Room 103, Hamilton Hall).

Security personnel are responsible for facility access with support for maintenance by the Physical Plant staff.

Access to residence halls for residents is determined by building-by-building policy developed subject to the approval of respective residence hall councils. Opposite sex visitation policies for residence halls allow visitation from 11:00 am until 3:00 am daily. Visitors must remain in the presence of the host at all times while visiting. An access monitor is on-duty from 11:00 pm until 7:00 am daily during the academic year in James Hall and Sexton Hall. Additionally, an access monitor is assigned to Haynes Gymnasium during posted availability hours.

Issuance of building keys is limited to full-time faculty and staff of Centenary College except for residence halls.

As a matter of routine, Security personnel monitor campus buildings, to include windows, screens and doors. Discrepancies are recorded on a shift report completed by each Security Officer and on a Security Summary which is submitted to the Dean of Students, Physical Plant and the College Administrative Council weekly for review.

The Shreveport Police Department completes a Business Crime Survey biannually. This survey conducted by staff designated by the Department includes buildings, grounds, streets, walkways, parking lots, etc. The Department provides recommendations in its follow-up report.

The jurisdiction of Security personnel is limited to the campus of Centenary College excluding Greek houses located off the campus on Woodlawn Avenue and East Washington Street. Security personnel maintain authority to apprehend and detain until the Shreveport Police Department provides assistance. Security personnel do not have arrest authority.

Local law enforcement agencies commonly patrol the campus. The Shreveport Police Department assigns patrol units to work areas by shifts within their jurisdiction, therefore, maximizing familiarity of officers with campus needs.

The Shreveport Police Department avails itself to campus needs readily. Periodically, incidents occur necessitating support from the Department. 911 emergency access assures a hastened response to campus needs.

Policies regarding alcohol and drug possession and use on the College campus or at College sponsored events are as stated below:

> The use, possession, or distribution of alcoholic beverage in or on any College property are strictly prohibited under any circumstance.
>
> The use, possession, or distribution of narcotics, stimulants,

depressants, mind-expanding or other dangerous drugs except as expressly permitted by state and/or federal laws is strictly prohibited under any circumstances.

Programming in the area of drug and alcohol education is encouraged. Each fall, the Interfraternity Council and the Panhellenic Council co-sponsor a drug and alcohol education program with required attendance by each student participating in rush. Other campus organizations and departments are encouraged to sponsor programs associated with the responsible use of alcohol.

Centenary College is in full compliance with Public Law 101-226, The Drug-Free Schools and Communities Act Amendments of 1989. The College has developed material which is distributed annually to all students, faculty, and staff. Alcohol and drug policies, laws regarding alcohol and drugs, and treatment and rehabilitation facilities available locally are included.

In complying with paragraph 7 of Section 485(f), Centenary College does encourage programming focused on human sexuality, self defense, sexual assaults (forcible or non-forcible): acquaintance rape, rape, and questionable physical contact. Each fall, programs are offered for both men and women which include a review of reporting procedures and policies.

As with any assault, victims are encouraged to report the incident to campus security and/or local authorities. At the least, a victim should confide in a College staff member (i.e. resident assistant, resident director, faculty, or administrator) who should encourage the reporting of the assault. Individuals accused of sexual assault (forcible or non-forcible) are accorded the same rights outlined in the "Student Handbook" with the exception that both the accused and accuser shall have access to the outcome of the on-campus judicial proceeding. An individual found guilty of sexual assault is subject to dismissal from the College. If desired, the victim of an assault incident will receive assistance from the College in reassigning class sections and/or living accommodations after a reported occurrence provided such assistance is within reason and available.

Immediate counseling services are available through the Dean of Students' Office and/or the local authorities. Follow-up services are an important avenue for recovery. Counseling referrals are listed in the "Student Handbook" immediately following the resource listing for substance counseling/treatment.

In 1989, the Dean of Students' developed the Safety and Security Awareness Committee which is composed of members representing various segments of the campus community. Beginning in the fall of 1992, the College included this committee as a standing College Committee. The purpose of the committee is to promote awareness of safety and security issues by programming activities and literature distribution.

Numerous pieces of literature are disseminated campus wide by the Dean of Students' Office. Residence halls, Greek organizations, and the Student Activities Board sponsor programs regarding various aspects of security and crime prevention.

Specific data for the required reporting period is included on the following page.

CENTENARY COLLEGE OF LOUISIANA
ANNUAL REPORT OF CRIME STATISTICS
1991 - 1992

Classification of Offense	1991* (ON/OFF CAMPUS)**	1992
Homicide total	0	0
Sex Assault total	0	0
Forcible	0	0
Non-forcible	0	0
Robbery total	0	0
Aggravated Assault total	0	0
Burglary total	11/1	42/0
Forcible Entry	4/1	3/0
Unlawful Entry	7/0	39/0
Motor Vehicle Theft total	0	5
Liquor and Drug Law Violations		
Arrest total	0	0
Liquor Law Violations	0	0
Drug Abuse Violations	0	0
Weapons Possession Arrest total	0	0

***August - December**

****Off-campus is defined as any building or property owned by a recognized student organization.**

• SHAPING THE DRUG FREE CAMPUS

A primary concern relative to the health and welfare of all members of the Centenary College community is the prevention of the illicit use of drugs and the abuse of alcohol. A comprehensive overview related to alcohol and other drug use for students, faculty, and staff is provided. Standards of conduct and sanctions, legal implications, health risks, and on- and off-campus resources

which are available for counseling, treatment or rehabilitation have been included.

*Employee Policy Ensuring a Drug-Free Workplace**

It is the policy of Centenary College of Louisiana to provide its employees with a drug-free work environment. To maintain this policy:

(1)no employee is permitted to manufacture, distribute, dispense, possess, or use an unlawful controlled substance on the property of Centenary College;

(2)any employee found in violation of Item 1 of this policy will be suspended without pay pending completion of a recognized drug rehabilitation program or terminated from employment at Centenary College if convicted under a criminal drug statue;

(3)any employee found in violation of Item 1 of this policy as a second occurrence will be terminated from employment at Centenary College; and

(4)each employee shall be made aware of this policy.

*Student Policies and Sanctions Related to Alcoholic Beverages and Drugs***

The use, possession, or distribution of alcoholic beverages in or on any Centenary College property is strictly prohibited.

The use, possession, or distribution of narcotics, stimulants, depressants, mind expanding or other dangerous drugs except as expressly permitted by state and/or federal laws is strictly prohibited.

A student accused of violating the alcoholic beverages or drugs policies will be subject to disciplinary proceedings with the guarantee of procedural fairness. Circumstances of the policy violation will affect the variance in formality with the gravity of the offense and sanctions which may be applied. Disciplinary proceedings may produce results ranging from dismissal of charges to the assessment of sanctions to include warning, probation, suspension or expulsion.

*Pursuant to Public Law 100-690, 5151-5160 (Drug-Free Workplace Act of 1988).

**Pursuant to Public Law 101-226 (The Drug-Free Schools and Communities Act Amendments of 1989).

Health Risks Associated With the Use of Illicit Drugs and Abuse of Alcohol

NARCOTICS:	STREET NAME:	HEALTH RISKS:
Heroin	dope, junk, horse, H	Death from overdose
Morphine	white stuff, monkey Miss Emma	Mental deterioration Destruction of brain and liver
Codeine	school boy	Hepatitis, embolisms
Opium		Slows breathing
Hydromorphone	little D, lords	Increases risk of infection such as AIDS and hepatitis
Meperidine	dolantol	
Methadone	meth, dollies, dolls, amidone	
DEPRESSANTS:		
Chloral Hydrate		Death from overdose
Barbiturates	barbs, yellow jackets, reds	Causes addictions convulsion and death as a result of withdrawal.
Benzoidiazephines	candy, downers, sleeping pills	
Methaqualone	Isoapers, quads, ludes	
Glutethimide		
STIMULANTS:		
Cocaine	crack, coke, ice snow, toot	Death from overdose hallucination
Amphetamines	speed, uppers, tennies	Causes heart palpitation which can become chronic and cause death by heart attack
Pehnmetrazine	uppers, peaches, hearts	
Methylphenidate		Lung damage, respiratory problems, irreversible brain damage
		Possible birth defects, depression, suicide
HALLUCINOGENS:		
LSD	electricity, acid, white lightning	Epileptic seizure Suicidal tendencies
Mescaline & Peyote	peyote buttons, cactus	unpredictable behavior Brain damage
Amphetamine variants	designer drugs, ecstasy	chromosomal breakdown

DRUG:	STEET NAME:	HEALTH RISKS:
(Stimulants cont.)		
Phencyclidine	PCP, angel dust, hog, rocket	Long term use can cause "flashbacks" periodic distortion of vision or time perception,
Phencyclidine	fuel, superweed	Emotional imbalance and dreamlike states while awake
CANNABIS:		
Marijuana Tetrahydrocannabinol Hashish Hashish oil	joint, weed, grass, pot, THC, hash, hash oil, Delays puberty	Inducement to take stronger narcotics Causes behavior and reproductive problems weakens the immune system, Causes lung damage, birth defects, impairs short-term memory and learning ability
ALCOHOL:		
Alcohol		Causes birth defects, impairs kidney function. Causes damage to pancreas and liver, hypertension: impairs the immune system, alters hormone balance; Disrupts menstrual cycle; Interferes with sex performance in males.

DRUG:	STEET NAME:	HEALTH RISKS:
TOBACCO: Nicotine		Increased heart rate, blood pressure, emphysema, lung cancer, heart disease, death
ANABOLIC STEROIDS		Hair loss, deep depression, severe acne, decreased sperm production, abnormal liver function, heart disease, acute schizo-phrenia

Legislation: The Laws on Drugs

Act 536: Pertains to suspension, revocation and denial of driving privileges of young people. Youth between the ages of 13 and 18, when convicted of any crime or offense, violation or infraction involving the possession, use or abuse of alcohol or controlled substances can forfeit their driver's license for one year.
Act 777: Declares it to be unlawful for any person to possess, buy, sell or otherwise transfer any compound, liquid, or chemical which contains butyl nitrite, isobutyl nitrite, secondary butyl nitrite. The substance known as "rush" is in this category.
Act 362: Furnishing, selling, or possession of drugs without prescription including steroids, is illegal. Upon conviction of violation of this law, the convicted person can be fined 500 dollars or imprisoned for six months, or both.
Act 372: Prohibits the solicitation of minors to unlawfully distribute any controlled dangerous substance. It provides for increased criminal penalties for such solicitation.
Act 375: Property (anything of value, i.e., currency, securities, cars, houses, etc.) may be seized for forfeiture by any law enforcement agency designated by the district attorney if illegal drug activity is determined.
Act 370: It is unlawful for any person knowingly or intentionally to conduct a financial transaction involving proceeds known to be derived from a violation of law.
Act 632: When the court places a person on probation it may require the following: drug testing (paid for by the person on probation), supervision fee for probation, driving privileges, and community service work.
Act 369: Any person found guilty of manufacturing of amphetamine, methamphetamine, or cocaine base shall be sentenced to imprisonment at hard

labor for no less than twenty years nor more than fifty years without benefit of parole, probation, or suspension of sentence, and in addition, may be sentenced to pay a fine of not more than five hundred thousand dollars.
Act 376: Persons over the age of 19 who are convicted of a felony offense involving a possession violation of any provision of the Uniform Controlled Dangerous Substances Law, or a violation of the Louisiana Drug Racketeering Act, will be denied driving privileges.

BOSSIER CITY CODE

Sec. 3-6. Purchase by or for minors

(a) It shall be unlawful for any person over the age of seventeen (17) and under the age of eighteen (18) to purchase any alcoholic beverage, either high or low alcoholic content.
(b) It shall be unlawful for any person under age seventeen (17) to purchase any alcoholic beverage, either high or low alcoholic content. Whoever is charged with violation of this subsection, shall be remanded to the juvenile court for hearing and disposition of the case.
(c) It shall be unlawful for any adult to purchase, on behalf of any person under the age of eighteen (18), any alcoholic beverage, either high or low alcoholic content.
(d) Nothing in this section shall be construed as relieving any retail dealer in alcoholic beverages, either high or low alcoholic content, of any of the responsibilities imposed on him under the provisions of this chapter or under the provisions of this chapter or under the provisions of Title 260 of the Louisiana Revised Statutes, as amended. (Code 1964, S 5-9 Ord. No. 151980, S 5-9, 2-5-80)

Sec. 3-8. Drinking in public places

(a) It shall be unlawful for any person to consume alcoholic beverages of high or low alcoholic content on any public street, sidewalk, park, building, including any public school building, school grounds, football stadium, gymnasium, or any place of amusement holding a retail occupation license from the city including skating rinks, bowling alleys, theaters, pool halls, dance halls, and amusement centers.

Sec. 3-13. Possession or consumption in motor vehicles is prohibited.

(a) Definitions: For the purposes of this section the following terms shall have the respective meaning ascribed to them:
(1) Alcoholic beverages: Beverages of high or low alcoholic content as defined in section 3-1 of the Bossier City Code of Ordinances.
(2) Private motor vehicles: Any motorized vehicle which is not operating as a licensed passenger or contract carrier, including motorized two and three-wheel vehicles.
(3) Public streets, parks and highways: Any public street, park or highway or public parking lots including privately owned parking lots within the city wherein parking is allowed without charge, public school parking lots, city parks and public playgrounds.
(4) Open container: Any container or receptacle wherein the seal or stamp has been broken or any container, bottle or can that has been open subsequent to the filling of such container by the manufacturer, brewery or distillery of such alcoholic beverages. Alcoholic beverages contained in drinking glasses, cups, including plastic glasses and styrofoam cups regardless of whether such container has a top affixed thereto shall be deemed an open container.
(b) Possession, consumption in motor vehicles declared unlawful. It shall be unlawful for any person to drink, consume or possess alcoholic beverages in an open

container in any motor vehicle when such vehicle is upon the public streets, parks, or highways as defined above within the city limits of Bossier City. This provision shall not apply to paid fare passengers on common or contract carriers.
(c) Owner or driver permitting or keeping alcoholic beverages in open containers in motor vehicles declared unlawful. It shall be unlawful for the owner of any private motor vehicle or the driver, if the owner is not then present in the motor vehicle, to knowingly keep or allow to be kept in a private motor vehicle when such is upon the public highways, parks, and streets of the City of Bossier City as defined above any alcoholic beverage in an open container. This provision shall not apply to alcoholic beverages possessed in the trunk of the motor vehicle, and shall not apply to alcoholic beverages possessed in vehicles that are not equipped with a trunk such as station wagons, campers, recreation vehicles, and Blazers provided that the alcoholic beverage is in some other area of the vehicle not normally occupied by the driver or passengers. A utility compartment or glove compartment shall be deemed to be within the area occupied by the driver and the passenger.
(d) Penalty for Violation., Whoever violates the provisions of this section shall be punished by a fine not exceeding two hundred dollars ($200.00) or imprisonment for a term not exceeding thirty (30) days or by both such fine and imprisonment, within the discretion of the court, as provided in section 1-8 of the Bossier City Code of Ordinances.
(e) Validity. If any provision or item of this act or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications or this act which can be given effect without the invalid provisions, items or applications and to this end the provisions of this act are hereby declared severable.(Ord. No. 4-1983, 1-18-83)

Shreveport Code
Sec. 3-9. Purchase or possession by persons seventeen (17) years of age.
(a) Purchase unlawful.
(1) It is unlawful for any person seventeen (17) years of age to purchase any alcoholic beverage either high or low alcohol content.
(2) Whoever is found guilty of violating the provisions of this subsection shall be guilty of a misdemeanor and shall be fined not more than three hundred dollars ($300.00) or be imprisoned for not more than ten (10) days.
(b) Possession unlawful: violation; penalty.
(1) It is unlawful for any person seventeen (17) years of age to possess any alcoholic beverage either of high or low alcoholic content.
(2) Whoever is found guilty of violating the provisions of this subsection shall be fined not more than fifty dollars ($50.00).
(3) Any person apprehended while violating the provisions of this subsection shall be issued a citation by apprehending law enforcement officer which shall be paid in the same manner as provided for the offenders of local traffic violations.
(c) Definition. "Possess," as used herein, shall not include the handling, transport, sale or service in dispensing any alcoholic beverage by a person seventeen (17) years of age pursuant to lawful employment by a duly licensed manufacturer, wholesaler or retailer of beverage alcohol. (Ord. No. 171, 1965, S 1(3-22); Ord. No. 226, 1979; Ord. No. 22-1987).
Sec 3-9.1. Purchase or possession by persons under age seventeen.
(a) Unlawful. It is unlawful for any person under the age of seventeen (17) to purchase or possess any alcoholic beverage either of high or low alcoholic content. Whoever

is charged with violation of this section shall be remanded to the juvenile court for hearing and disposition of the case.

(b) Definition. "Possess," as used herein, shall not include the handling, transport, sale or service in dispensing any alcoholic beverage by a person under seventeen (17) pursuant to lawful employment by a duly licensed manufacturer, wholesaler or retailer of beverage alcohol if the sale or handling of alcoholic beverage does not constitute the main business where he is lawfully employed. (Ord. No. 22, 1987).

Sec. 3-9.2 Purchase, consumption, and public possession of alcoholic beverages by persons over eighteen (18) years and under twenty-one (21).

(a) Unlawful definition. It is unlawful for any person eighteen (18) years of age or older and under twenty-one (21) years of age to purchase or have public possession of any alcoholic beverage.

(1) The term "purchase" shall mean to acquire by the payment of money or other consideration.

(2) The term "public possession" shall mean the possession of any alcoholic beverage for any reason, including consumption on any street or highway, or in any public place or any place open to the public, including a club which is de facto open to the public.

(3) The term "public possession" shall not include the possession or consumption of any alcoholic beverage for an established religious purpose; when a person eighteen (18) years of age or older and under twenty-one (21) years of age is accompanied be said person's parent, spouse or legal guardian twenty-one (21) years of age or older; for medical purposes when prescribed or administered by a licensed physician, pharmacist, dentist, nurse, hospital or medical institution; in private residences, private clubs or private establishments; or to the sale, handling, transport, or service in dispensing of any alcoholic beverage pursuant to lawful employment of a person under twenty-one (21) years of age by a duly licensed manufacturer, wholesaler, or retailer of beverage alcohol.

(b) Violation: penalty.

(1) Whoever violates the provisions of this section shall be fined not more than fifty dollars ($50.00).

(2) Any person apprehended while violating the provisions of this section shall be issued a citation by the apprehending law enforcement officer which shall be paid in the same manner as provided for the offenders of local traffic violations. (Ord. No. 22, 1987).

Sec. 3-9.3. Purchase on behalf of persons under twenty-one (21), violation; penalty.

It shall be unlawful for any person twenty-one (21) years of age or older to purchase, on behalf of any person under the age of twenty-one (21), any alcoholic beverage, either of high or low alcoholic content. Whoever is found guilty of violating the provisions of this subsection shall be guilty of a misdemeanor and shall be fined not more than one hundred dollars ($100.00) or imprisoned for not more than thirty (30) days. The provisions of this section shall not apply to the purchase on behalf of any person eighteen (18) years of age or older and under twenty-one (21) years for the purpose of possession or consumption permitted under section 3-9.2 (aX3). 3-9.2A (3). (Ord. No. 22, 1987)

Sec. 3-10. Drinking in public.

It shall be unlawful to consume (alcoholic) beverages of high or low alcoholic content within the city limits on any public street, or sidewalk, or on any property zoned L-0 or B-2 as as to permit only package liquor sales. (Ord. No. 171, 1 965, S 1(3-19); Ord. No. 154,1971, S 1; Ord. No. 226, 1979)

Sec. 3-19. Prohibition of consumption or possession of alcoholic beverages in open containers in motor vehicles.

(a) Definitions. For the purpose of this section, the following terms shall have the respective meanings ascribed to them herein:

(1) Alcoholic Beverages shall mean beverages of high or low alcoholic content as defined in Section 3-1 of this chapter.

(2) Motor vehicles shall mean any motorized vehicle, including motorized two- and three-wheel vehicles. Said term shall not include motorized golf carts used on public golf courses.

(3) Public streets, parks and highways shall mean any public street, highway, alley or other public right-of-way or publicly owned park, playground, or parking lot, including public school parking lots.

(4) Open container shall mean any container or receptacle wherein the seal or stamp has been broken or any container, bottle or can that has been opened subsequent to the filling of such container by the manufactory, brewery or distillery of such alcoholic beverages. A drinking glass or a cup, regardless of whether such container has a top affixed, shall be deemed an open container.

(5) Possession shall mean to hold or have control of the container by actual physical contact of the container or any package, wrapping or holder thereof or straw contained therein, with a part of the body or clothing of the driver.

(b) Possession while on public ways prohibited. It shall be unlawful for the driver of any motor vehicle to drink, consume or possess alcoholic beverages in an open container in said motor vehicle while said vehicle is upon the public streets, parks and highways of the City of Shreveport.

(c) Penalty for violations. Whoever violates the provisions of this section shall be, on first conviction, punished by a fine not to exceed one hundred dollars ($100.00) or imprisonment for not more than thirty (30) days, or both. Convictions for subsequent violations shall be punished by a fine not to exceed five hundred dollars ($500.00) or imprisonment for not more than sixty (60) days, or both. (Ord. No. 20, 1984)

Programs Available for Drug and Alcohol Counseling, Treatment or Rehabilitation

The following sources have been identified in the Shreveport-Bossier Metropolitan area and nationally as contacts for help in breaking the drug or alcohol habit.

Abuse Assistance- CDC- Pre-assessment; provides chemical dependency/substance abuse counseling. Outpatient program only (initial five weeks of group counseling; after care). Cost $2650 (insurance is accepted). 2124 Fairfield Avenue - 227-2124.

Adolescent Center- Must be referred by primary treatment physician/judicial system. This is the second treatment of a two-step program. Mandatory attendance at NA and MA meetings. Sliding Scale fee. 448 Jordan Street- 226-9371. FAX 424-7533.

Alcohol & Drug Awareness Coalition- Free Pre-assessment; offers outpatient (22 weeks) and impatient (6 months) programs. Individual and group counseling, recreational therapy, room and board. 820 Jordan, Suite 420. 222-3272.

Alcoholics Anonymous- Peer support groups open to anyone who wants to quit drinking. 157 meetings per week throughout the Shreveport-Bossier area at churches, schools, etc. Free. 608 Edwards. 227-8170.

Al-Anon- Peer support program for persons who have friends or relatives suffering from the disease of alcohol. Nightly and daily group meetings. Free. 925-3869.

Alcoholism & Drug Abuse Hotline - Crisis Counseling via telephone- open 24 hours. 1-800-252-6465.

American College Health Association- P.O. Box 28937, Baltimore, MD 21240. 410-859-1500.

Caddo-Bossier Narcotics Task Forces- For reporting drug activities. 221-DRUG.

Centenary College Counseling Service- Counselors available to currently enrolled students. No charge for services on campus. Hours 8:00 a.m. until 4:30 p.m., Monday through Friday 869-5117.

CODAC Family Counseling and Children Services- Pre-Assessment ($30); Outpatient program only (3 months of individual and group counseling, drug screening are $30 per month). $20 per session. Sliding scale fee, 864 Olive Street. 227-8818.

Charter Forest Hospital- Adolescent and adult chemical dependency treatment. Specialized cocaine program. Offers outpatient (6 week program; $3000) and inpatient (28 day program) to include room and board, recreational therapy, occupational therapy, adventure counseling and individual group counseling. $14,000 per month (does not include doctor and lab work). Insurance accepted. 688-3930.

Choices- Pre-assessments at no charge. Outpatient program (6-8 weeks); after care is once per week thereafter. Includes alcohol; chemical dependency, cocaine and relapse treatment. Sliding scale fee. 2210 Line Avenue -227-2111.

Cocaine Hotline - Crisis counseling 24 hours. 1-800-COCAINE.

Counseling Professionals- Provides mental health, substance abuse, marital and adolescent counseling on outpatient basis (3 month program). Drug screening- $36 per test. Sliding scale fee (minimum $10). 3331 Youree Dr.- 222-6488.

CP Brentwood- Pre-assessment is free. Inpatient program of 28 days includes individual and group counseling, room and board, recreational therapy, occupational therapy and semi-private room. Insurance accepted. 1800 Irving Place- 424-6761.

CSAP's National Clearinghouse for Alcohol and Drug Information- P.O. Box 2345, Rockville, MD 20847, 301-468-2600 or 1-800-729-6686.

Doctors Hospital Crisis Line- Telephone hotline for drug and substance abuse. Open 24 hours. Assessment evaluations are free. Outpatient (6 month program of individual and group counseling, detoxification treatment, room and board, recreational therapy and occupational therapy ($10,500) programs. Insurance accepted. 1130 Louisiana- 222-6685.

First Step Services, Inc.- A chemical and co-dependency treatment facility. Outpatients are court referred and privately referred. Individual and

group counseling and chemical dependency education. After care program (6 months) consists of counseling once per week. Sliding scale fee. 2000 Creswell. 222-4222.

Metropolitan Clinic of Counseling of Louisiana- Provides mental health counseling, chemical dependency, family and individual counseling. Treatment is individualized. $50 per hour (counselor); $120 per hour (psychiatrist); $25 per hour (groups); $50 (per med check); $36 (per drug screen). 1666 E. Bert Kouns Industrial Loop- 797-7791.

Mothers Against Drugs (MAD) Drug prevention program. Promote "High on Life" Youth Program for 12-17 years old and Wilderness Adventures for drug-free youths. Free. 138 East Columbia- 869-1768.

Narcotics Anonymous- Reports crimes associated with drugs. 677-4344.

National Black Alcoholism Council, Inc.- 1629 K Street, N.W., Suite 802, Washington D.C., 20006. 202-296-2696.

National Council on Alcoholism and Drug Dependence- 12 West 21st Street, New York, NY, 10010. 212-206-6770.

National Institute on Drug Abuse Hotline - Crisis counseling via telephone 8 a.m. - 2 a.m. Monday thru Friday and 11 a.m. - 2 a.m. on weekends. 1-800-662-4357.

Network of College and Universities Committed to the Elimination of Drug and Alcohol Abuse- Office of Educational Research and Improvement, U.S. Department of Education, 555 New Jersey Avenue N.W.., Washington D.C., 20208-5644. 202-219-2265.

Northwest Regional Alcohol and Drug Abuse Clinic- Provides only outpatient care with individualized treatment plan to include individual and group counseling. After care includes individualized treatment plan and open groups. Sliding scale fee (minimum is free, maximum vary). Drug screening also on a sliding scale fee. 6244 Greenwood Road. 632-2040.

Pines Treatment Center- Pre-assessment at no charge. Inpatient only. 4-6 week treatment plan to include room and board, individual and group counseling and recreational therapy. Sliding scale fee of zero payment to a maximum of $72.50 per day. 6240 Greenwood Road. 632-2010.

Programs Available for Victims of Sexual Abuse/Rape

CPC Brentwood Hospital- 1800 Irving Place. 424-6761.

Creative Life Center: 2126 Fairfield Ave. 221-1797. Dianne Goslee, MA, LPC.

Fairfield Hospital for Psychiatric and Addictive Medicine- 3000 Fairfield Ave. 222-2700.

Family Therapy Center, Inc.- 6425 Youree Drive, Suite 285. 798-2888. Dixie Richards, MA, and David McMillian, MA.

Growing Seasons- 3421 Stonebrook. 865-8820. Charlotte Treadway, MCE.

National Coalition Against Sexual Assault- 2428 Ontario Road N.W., Washington, D.C. 20009. 202-483-7165.

National Victim Center- 309 West Seventh Street, Suite 705, Fort Worth, TX 76102. 817-877-3355.

National Victims Resource Center- P.O. Box 6000, Rockville, MD 20850. 1-800-627-6872.
Sexual Assault Center (YWCA)- 222-0556. Joyce Segelhopt.
Shreveport Family Counseling Center- 820 Jordan. 221-4455. Wilson Brent, MA, M. Div.
Turning Point Counseling Center- 2800 Youree, Suite 1-226. 868-9174. Deborah Baer, RN, MA.

• STUDENTS' RIGHTS AND RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Centenary College students have the right to review, inspect, copy, and challenge the accuracy of education records kept in a cumulative file by the institution. Centenary students are to be told the location of these education records and assured that non-directory information will not be released for reviewing and challenging information in their education records.

A copy of "Centenary College's Written Policy of Compliance With the Family Educational Rights and Privacy Act of 1974, As Amended" is available upon request for student perusal in the Registrar's Office. This written policy details the location of education records, identifies which records students may and may not inspect, explains procedures for release of education records to third parties, and tells students the procedures for reviewing and challenging information in their education records.

The following information is designated as "Directory Information." FERPA permits the release of this information without a student's written consent unless the student specifically informs the college that he/she does not want that directory information released.

Category A Name, home/local address, telephone number, place/date of birth, classification.

Category B Major field(s) of study, dates of attendance, class, degrees or certificates or awards received, previous colleges attended, weight and height of members of athletic teams, participants in officially recognized activities and sports.

Currently enrolled Centenary students may withhold disclosure of either or both categories of information. An opportunity to withhold the information in Category A is provided at the beginning of each registration period. In order to withhold information in Category B, a student must notify the Registrar's Office in writing prior to the end of the second day of classes each enrollment period.

Once a student has withheld disclosure of his/her education records, that information will not be released to any third party in any form (except as provided by law) until the student notifies the Registrar's Office to permit disclosure or until the next registration of the student and a failure at that time to request the withholding of Directory Information. The failure of any student to so request non-disclosure of Directory Information indicates individual approval for disclosure in the judgement of the college. Once a decision has been made for disclosure/non-disclosure, that decision will be binding for a minimum of one semester's length.

Student Organizations

EXPECTATIONS OF CENTENARY COLLEGE FOR STUDENT ORGANIZATIONS

Centenary College offers many opportunities for membership in a variety of student organizations. All student organizations, Greek and non-Greek, are approved through the Student Government Association as outlined in the Student Government Constitution. All organizations are expected to abide by the expectations outline below, those contained in the remaining sections of the Student Handbook, constitutions, and/or other "national" guidelines in letter or spirit. Disciplinary matters concerning organizations will be referred to the Student Services Committee. The Student Services Committee shall have the authority to decide when these regulations have been violated and issue appropriate action toward the organization. Penalties may be assessed based on the following guidelines:

FIRST OFFENSE: The organization may be issued a formal warning and/or receive community service hours not to exceed five (5) hours per member based on the organization roster at the time of the violation.

SECOND OFFENSE: The organization may receive community service hours not to exceed ten (10) hours per member based on the organization roster at the time of the violation and/or placed on social probation which does not allow the organization to sponsor formal parties for one semester.

THIRD OFFENSE (or second conviction during probation period): The organization may receive an indefinite suspension of privileges; a recommendation from the Student Services Committee and a majority vote of the faculty will be required fora the organization to be re-instated.

*General Regulations

FORMING A NEW ORGANIZATION

A group wishing fo form a new organization should follow the applicaltion process as stated in the Student Government Association Constitution. If the Student Senate accept the constitution it is then submitted to the Student Services Committee for approval. Upon approval, the organization is granted a probationary status of one year. At the end of this time, the group should present to the SGA any revisions which they have made in the constitution and a summary ofa their probationary year. With final approval from the Student Senate and the Student Services Committee, the group becomes a recognized student organization.

MEMBERSHIP

Active membership shall be limited to part-time and full-time students enrolled at Centenary College.

ROSTER

The president of each organization is responsible for submitting a roster to the Office of the Dean of Students' and the Student Government Association each semester. Each president must also provide an annual listing of the officers immediately after their elections. Also, the president must inform the Dean of Students' Office and SGA any time there is a change in their roster.

FINANCES

Contracts and assumptions of financial obligations must be approved by an alumni or faculty representative who has been approved by the administration when institutional funds are being dispersed.

FUND RAISING PROJECTS

Any fund raising project held on campus by a student organization must be approved by the Dean of Students, Business Manager and Vice President of Development.

USE OF FACILITIES

Arrangements for facilities, including the specific details, must be made with the Business Office on an official reservation form **at least seven days in advance of the date on which the event will be held.** In the event that an activity is cancelled by the sponsoring organization, it is the responsibility of the sponsoring organization to notify the Business Office, and if after hours, the Security Officer (x5000) on duty. The sponsoring organization is responsible and liable for college facilities and equipment during the activity. All activities should be placed on the College calendar as far ahead as possible to avoid conflicting dates and to receive maximum publicity. All organizations scheduling activities should check the calendar carefully for possible conflicts before scheduling events.

PLACE

Each organization may select whatever site desired for social functions with the following provisions:

The sponsoring organization -- not Centenary College -- is totally responsible for all activities held off campus.

The host organization is responsible for, and liable for, the conduct or happenings at off campus events. <u>Liability is the sole responsibility of the sponsoring organization.</u>

GUESTS

Non-student guests may be invited by permission of the sponsoring organization. The organization assumes responsibility for the conduct of all guests.

*Campus Organizations

Athletic

CHEERLEADERS -- tryouts for cheerleaders are held annually in the Fall. The squad is open to all students. Contact Mrs. Jill Perdue at 5283.

INTRAMURAL SPORTS -- activities include ping-pong, pool, racquetball, tennis, softball, football, basketball, and volleyball. Contact the Student Activities and Intramural Director at 5266.

VARSITY ATHLETICS -- Centenary is the smallest NCAA Division I school in the country. Our 14 intercollegiate sports are: Men's baseball, basketball, golf, tennis, soccer, cross country, riflery and the women's sports are: soccer, softball, tennis, volleyball, gymnastics, cross country and riflery. Contact the Athletic Department at 5275.

Dance

ESCAPED IMAGES -- an organized performing dance group composed of students, alumni, and faculty. This group puts on one production a year and occasionally performs for community functions. Contact Mrs. Ginger Folmer at 5077.

Departmental

ALPHA SIGMA CHI -- was organized to provide chemistry students with an opportunity to gain practical experience that will help in their future careers. Contact Dr. Blakeney at 5230.

ACCOUNTING CLUB-- Contact Mrs. Barbara Davis at 5153.

MATH CLUB -- Contact Dr. Antonio Pizarro at 5206.

PHYSICAL EDUCATION MAJOR'S CLUB -- Contact Dr. David Bedard at 5080.

PHYSICS CLUB -- Contact Dr. Jerry Lisantti at 5219.

PSYCHOLOGY CLUB -- Contact Dr. Lou Bettinger at 5053.

PRE-LAW CLUB -- provides information, programs, and preparation for students interested in law as a career. The Society sponsors programs by law school representatives, prominent attorneys, and public officials. It also

provides help in preparation for the Law School Admission Test. Contact Dr. Rodney Grunes at 5180.

DRAMA

RIVERTOWNE PLAYERS -- is a theatrical organization which encourages participation in the pursuit of higher dramatic craftsmanship. It is open to any Centenary student interested in theater arts. Contact Robert Buseick at 5075.

ALPHA PSI OMEGA-- is the honorary theatrical fraternity. Contact Robert Buseick at 5075.

GOVERNMENT

RESIDENCE HALL COUNCIL -- regulates internal residence hall life, enforces rules and coordinates activities for their residents. Each council is elected by the residents of the residence hall. Contact your resident director.

HONOR COURT -- administers the honor code -- a system developed by Centenary students based on the premise that honor is fostered, not forced, and that it can be fostered only through the willingness and earnest efforts of both faculty and students. Members of the honor court are nominated by the student body and faculty, and final selection is made by the present court. Students must have a 2.5 grade point average to be considered for selection.

STUDENT GOVERNMENT ASSOCIATION-- SGA is the student governing body on Centenary's campus. Its goal is to work toward a better atmosphere on campus, to enrich student life, and to increase spirit and community at Centenary. There are many ways to become involved with SGA whether you are elected to a position or serve on a committee. Members are elected annually by the student body to the Student Senate. Meetings are held every Tuesday at 6:00 p.m. in Jackson Hall. They are open to all students.

JUDICIAL REFERRAL BOARD -- is a group of elected students who hear cases involving the violation of non-academic social rules. Elections for positions on this board are held in early fall and spring.

COMMITTEES-- play an important role in the governing of Centenary. Students are invited to participate by applying to serve on a committee which interests them. Students may apply in the early fall and spring to fill positions on various committees including through Student Government:

Covocations Sub-Committee--co-ordinates convocations
Conduct Reviews Sub-Committee -- considers all cases involving non-academic misconduct that are referred to it by the Judicial Referral Board

Student Services Committee -- concerned with student life
Learning Resources Committee -- focuses on learning resources for Centenary including library and computers
Planning Committee -- reviews and updates the goals of the college
Economic Policy Committee -- makes recommendations concerning the economic policy of the college
Academic Affairs Committee -- reviews proposals relative to the academic program
Intercollegiate Athletics Committee -- assesses the various aspects of intercollegiate athletics
Enrollment Management Committee -- makes recommendations concerning the academic standards and admissions of students

GREEK LIFE

GREEKS -- Centenary has five fraternities: Kappa Alpha, Kappa Alpha Psi, Kappa Sigma, Tau Kappa Epsilon, and Theta Chi; and two sororities: Chi Omega and Zeta Tau Alpha. In addition to encouraging academic excellence, the Greek system provides an opportunity to form lifelong friendships, participate in community service projects and a variety of social activities, and to develop leadership skills.

INTERFRATERNITY COUNCIL -- Supervises and promotes new ideas to strengthen the bond between fraternities on campus. Contact Dr. David Bieler at 5233.

PANHELLENIC COUNCIL -- Plans and governs "rush" rules and works toward maintaining good relations between the women's Greek organizations. Contact Peggy Young at 5266.

HONORARY

ALPHA CHI -- a national scholastic honor society. Membership in this society is the highest academic recognition a Centenary student can achieve. Juniors and seniors who have a 3.5 cumulative grade point average and have completed at least two semesters at Centenary are eligible for membership. There are usually three supper meetings a semester in the home of a faculty member, or an administrative staff member, and a program on some topic of interest is led by a person versed in the subject. Contact Dr. Lee Morgan at 5082.

ALPHA EPSILON DELTA -- is the national pre-med honor fraternity. Members are elected on the basis of academic performance (GPA 3.0 or above),

character, general ability, and personal traits befitting a physician. contact Dr. Brad McPherson at 5209.

ALPHA KAPPA DELTA -- is an honorary sociology society that selects its members on the basis of excellence in the area of sociology as well as other academic and community service areas. Contact Dr. Mark Fisch at 5054.

MAROON JACKETS -- organized in 1931 as official hosts of the College, this group consists of selected students entering their final year at Centenary. In addition to a 3.0 grade point average requirement, Maroon Jackets are selected by the current members of the organization on the basis of leadership, campus involvement, and service to the school. Contact Ms. Joy Jeffers at 5110.

OMICRON DELTA KAPPA -- a national honor fraternity which recognizes leadership, scholarship, and service in various fields of activity. Members are elected by the society.

PHI ETA SIGMA -- a national honor society for freshmen. Contact Dr. David Bieler at 5233 or Dr. Arnold Penuel at 5252.

PHI ALPHA THETA -- is the honorary history society. Students must have completed four history courses and earned a grade point average of a least 3.1 in those courses. Contact Dr. Sam Shepherd at 5187.

PHI BETA LAMBDA -- is an organization that is open to all students in Business. It promotes business leadership skills. Contact Dr. Betsy Rankin at 5155.

SIGMA GAMMA EPSILON -- is the geology honor fraternity. Students must have a 2.0 overall grade point average. Contact Dr. David Bieler at 5233.

SIGMA PI SIGMA -- is the physics honorary organization. Students must have a minimum of 3 credits in advanced Physics with a grade point average of 3.0 or higher in the physics courses. Contact Dr. Jerry Lisantti at 5219.

SIGMA TAU DELTA -- is a national organization for English majors as well as those interested in English Literature. Although official membership is restricted to upperclass English majors and minors, Centenary's chapter welcomes anyone who wants to participate in its activities. Contact Dr. David Havird at 5085.

STUDENT FOUNDATION--is an organization composed of a select group of students who are dedicated to the mission of Centenary College and committed to the goal of promoting the image and general welfare of the College. Composed of 40 student leaders and organized around three standing committees (Orientation, Admissions, and Development Office). The Foundation provides unique opportunities for members to interact with the administration, alumni,

faculty, friends of the College and both current and prospective students. All members must have a minimum of 2.5 cumulative average. Contact the Dean of Students Office at 5117.

MEDIA

Centenary provides invaluable hands-on experiences for students. We encourage everyone to get involved with these organizations. Supported only by student fees, we are quite proud of our accomplishments in the print, broadcasting, and film media. Most media offices are located on the second floor of the Moore Student Union Building.

THE CONGLOMERATE -- is Centenary's college newspaper. No experience is necessary. Staff members may receive payment. The editor is selected by the Media Sub-Committee. Contact Holly Rice, editor at 5269.

CENTENARY FILM SOCIETY-- presents a variety of art, modern, and foreign films not usually accessible in the Shreveport-Bossier area. CFS also sponsors The Red River Film Festival. Centenary students, faculty, and staff are admitted free. The director is selected by the Media Sub-Committee. Contact Ami Long, director at 5184.

KSCL 91.3 FM-- is Centenary's radio station. The station is run completely by students and offers experience in broadcasting, programming, and station management. DJ's are always needed for shows. Scheduling occurs at the beginning of each semester. Contact Mary Katherine Penuel, station manager at 5296.

PEGASUS -- is Centenary's literary magazine. Published once a semester, the magazine features the poetry, prose, artwork, and photography of students. The editor is selected by the Media Sub- Committee. Contact Deborah Griffith editor at 5222.

YONCOPIN-- is Centenary's yearbook. Yoncopin is a tradition as old as Centenary itself. Staff members are needed to keep the tradition alive! No experience is necessary. Staff members receive payment. The editor is selected by the Media Sub-Committee. Contact Paula Mangham, editor at 5265.

MUSIC

CAMERATA -- is a group of 15-20 students selected by Dr. Gale Odom. Most members of this group are voice majors. Auditions are held at the beginning of each academic year. Contact Dr. Odom at 5257.

CENTENARY COLLEGE CHOIR--holds auditions throughout the year and is open to the entire student body. In addition to 50 concerts annually throughout the United States, the choir makes international tours every other year, tours that have taken the choir to 26 foreign countries. Contact Dr. Will Andress at 5200 or 429-6887.

OPERA CENTENARY -- is an ensemble credit class primarily for voice majors under the direction of Dr. Horace English. This group provides students with the opportunity to participate in opera scene recitals as well as full scale productions. Contact Dr. English at 5174.

SIGMA ALPHA IOTA-- is a professional fraternity for women with a serious musical interest. At Centenary the chapter's active goal is to increase the musical awareness on campus. Majors and non-majors with six hours of music credit are eligible. Contact the Music Department office at 5235.

JAZZ ENSEMBLE -- is a performing ensemble course offered through the Hurley School of Music. It performs mainly big band literature, with some opportunities for small combo and solo improvisation. Open to all students by audition. The group performs at least twice each semester. Contact Dr. Ernest Gross at 5175.

PEP BAND -- is a voluntary, student run organization, which performs at selected home basketball games. It is open to all students who play a band instrument. Contact Mark Jackson at 5238.

WIND ENSEMBLE -- performs both traditional and contemporary band literature, and is open by audition to students from all disciplines. It is taken for credit as MUS 151A, and meets three times a week. Contact Mark Jackson at 5238.

RELIGIOUS

BAPTIST STUDENT UNION -- The Baptist Student Union (BSU) is sponsored and supported by area Baptist Churches but is open to any student on campus. Bible Study is Monday nights at 8:00 in the SUB and the weekly luncheon programs are held on Tuesdays at 11:30 a.m. in the Green Room of the Cafeteria. Other local fellowship, mission, ministry and program activities are scheduled throughout the year. They participate in the state BSU programs including Fall Convention, Spring Assembly, Evangelism Conference, and International Student Conference as well as support the summer missions program. The Baptist Student Center, 2907 Woodlawn (across from the library) is open from 8:30 a.m. - 5:00 p.m. on weekdays and other times as needed. Call 861-2808 or Charlene Kelly at 869-0355.

EPISCOPAL CANTERBURY HOUSE -- meets each Sunday with dinner at 6:00 p.m. followed by Holy Communion at 6:30 p.m. The Canterbury House is located on Woodlawn Avenue across the street from the Playhouse and behind the KA house. Contact Lisa at 865-0466.

CENTENARY CATHOLIC COMMUNITY -- all students, faculty, staff and their families are invited to join us for Mass, discussions, retreat and meals. CCC meets the First Sunday of the month from 4:30 p.m. - 6:30 p.m. Other meetings will be announced. Contact Fr. Peter Mangum at 222-2006.

MAINSTREAM -- is an interdenominational group that offers a creative service of heart-lifting praise and worship, instructive teaching, and a powerful time of prayer that allows the individual to come to know and experience Jesus Christ in their life. Mainstream meets at 7:00 p.m. in Kilpatrick Auditorium on Thursday nights. Contact Josh Milliron.

METHODIST STUDENT MOVEMENT -- MSM sponsors a multidirectional program including workshops, Holy Communion, Bible study, fellowship, and counseling. Each Wednesday an informal worship is held in the steeple of Brown Chapel at 10:00 p.m. MSM fellowship is held each Thursday from 5:00 - 6:15 p.m. and includes supper and a program in Kilpatrick Auditorium. Contact Dr. Dan Hawk at 5280.

UNITED CAMPUS MINISTRIES - - the United Campus Ministries is comprised of representatives from the various campus religious organizations. UCM meets monthly to share ideas and plan joint programs and projects to promote unity between all faiths. Contact Joy Jeffers at 5110.

MISCELLANEOUS

CENTENARY STUDENTS FOR CULTURAL DIVERSITY--was organized to provide students at Centenary College a forum to experience and express their own and others' differing heritages and experiences. The group sponsors activities, discussions, and speakers that deal with issues of culture, ethnicity, heritage, and race. The group is dedicated to providing the diversity that a true liberal arts education demands. Contact Dr. Rodney Grunes at 5180.

RESIDENT ASSISTANTS -- are students who serve as peer counselors in the residence halls. An open workshop is held annually for students who are interested in applying for positions for the coming year. Contact the Dean of Students at 5117.

STUDENT ACTIVITIES BOARD-- is composed of students who program activities and events for the enhancement of campus life. The Board is responsible for planning and implementation of these events. Contact the Director of Student Activities and Intramurals at 5266.

Governance

Student Government Association Constitution
(Amended 4/3/92)

Preamble: We, the students of Centenary College, in order to form an effective and efficient self-government serving the collective interests of the College community, to prepare ourselves for effective living in a democratic society, to enrich and diversify the quality of life, and to encourage self-reliance in our search for truth and justice, do establish and endorse this Constitution for the Student Body of Centenary College of Louisiana.

ARTICLE I. Senate -- Legislative and Administrative Powers

A. Membership
   1. Composition
      The senate is composed of twenty-three members. The eighteen representative consist of four full-time (enrolled in 12 or more hours) from each class, and two part-time (enrolled in less than 12 hours) representatives from any class. The remaining five members are made-up by executive committee of the SGA.
   2. Representation
      Each class is represented by four full-time students, at least one of which, but not limited to, must be a non-residential student. In the event that there are only residential candidates from a particular class, the four candidates with the highest numbers of votes are to be elected. In addition, there are two part-time representatives elected from the student body at large.
   3. Qualifications
      student representatives must be undergraduate students through the term of office. These students must maintain a 2.0 cumulative GPA and not be on Centenary probation of any kind.

B. Executive Committee
   1. President
      a. Qualifications
         The president must be classified as a junior or senior during the SGA.
      b. Duties
         The president serves as the chief administrative officer of the senate, an ex-officio voting member of the Board of Trustees, and as an official representative of the SGA to the college. The president presides over the senate and prepares the agenda for senate meetings. He or she is responsible for holding executive committee meetings at least bi-weekly, and for training the new president before leaving office.

2. Vice-President of Internal Affairs
   a. Qualifications

      The Vice-President of Internal Affairs must be classified as a junior or senior during the academic year of office, and must have also served at least one full academic year on the SGA.

   b. Duties and Responsibilities

      The Vice-President of Internal Affairs serves as assistant administrative officer and presides over meetings ;in the president's absence. This Vice President serves as parliamentarian including keeping the by-laws updated, making copies of the SGA operations manual available, and maintaining order according to *Robert's Rules of Order*. He or she serves as chair of all internal senate-sponsored committees and is responsible for conducting all aspects of elections according to the SGA Constitution and Elections By-laws. He or she is responsible for receiving any and all reports from the communications, entertainment, or media boards and subsidiaries. He or she is responsible for training the new Vice President of Internal Affairs before leaving office.

3. Vice-president of External Affairs
   a. Qualifications

      The Vice-President of External Affairs must be classified as a junior or senior during the academic year of office, and must have also served at least one full academic year on the SGA.

   b. Duties and Responsibilities

      The Vice-President of External Affairs serves as chairperson of the Intra-Organizational Committee and all external senate-sponsored committees. He or she coordinates all aspects of the approval process of all chartered organizations. He or she is responsible for training the new Vice-President of External Affairs before leaving office.

4. Secretary
   a. Qualifications

      The Secretary must be classified as a sophomore, junior, or senior during the academic year of office.

   b. Duties and Responsibilities

      The Secretary takes minutes at all senate meetings and sends copies to members of the senate at least one day prior to meetings. The Secretary is responsible for all office work and all senate correspondence and for keeping all records of the senate. The Secretary is responsible for training the new Secretary before leaving office.

5. Treasurer

a. Qualifications

The Treasurer must be classified as a sophomore, junior, or senior during the academic year of office.

b. Duties and Responsibilities

The Treasurer serves as administrator of senate funds, composed of the student activity fees, and of the SGA budget. The Treasurer is responsible for prompt payment of all bills, transfers involving Senate funds, and all other financial proceedings under the auspices of the Senate. The Treasurer has access to all financial records of all chartered organizations which request or receive funds from the SGA. The Treasurer, on call of the senate, reports to the student body a list of senate expenditures per activity;, balance sheet, and any other financial material pertinent to students' interests. The Treasurer submits to incoming and outgoing Senates a list of all financial proceedings, and coordinates the budget approval process of all communications, entertainment and media boards and their subsidiaries. The Treasurer is responsible for training the new Treasurer before leaving office.

C. Election Procedure

1. Time of Elections

Elections for senate officers, sophomore, junior, and senior senators, and judicial board members will be held in March of each year, as announced by the senate. Elections of freshman senators, part-time senators, and judicial board members will be held in September before the fall senate retreat.

2. Vacated Offices

In case of a vacated office, positions may be filled during the general elections or a special election may be called by the senate. In case of a vacated office within two months of the last meeting of the current senate, the position may be filled with the appointment of an eligible student chosen by the senate.

3. Petitions for Candidates

Candidates for judicial board representative or class-representative senator must obtain twenty-five signatures from members of their respective classes. Candidates for part-time representative senator must obtain twenty-five signatures from students of any classification. Any candidate for senate officer must obtain fifty signatures from students from any class. Any undergraduate student paying a student activities fee may sign this petition. The petition, along with a certification of grade point average and class standing from the Registrar, must be turned in to the Vice President of Internal Affairs no later than the time set by senate. Petitions will be explained to candidates as they are handed out, if a candidate has a question, the student may contact the Vice President of Internal Affairs of the senate.

4. Campaigning
   Campaigning may begin the day after petitions are due. Publicity for the election may consist of unlimited amounts of handouts, mailouts, newspaper advertisements, buttons, bumper stickers, posters, signs or banners. Posters may be hung on bulletin boards and the walls only. No campaigning, verbal or otherwise, may be done within the building where voting is taking place while voting is taking place. *All* publicity must be removed within 24 hours after the notification of final results of an election. A candidate is responsible for any and all literature on his or her behalf. A candidate may not put his or her literature over another candidate's literature, nor deface another candidate's literature. Failure to comply with the established campaigning regulations may result in disqualification of a candidate by a quorum vote of the Senate.
5. Write-in Candidates
   A write-in candidate shall be considered an alternative to those candidates already running. *Any* student desiring to run as a write-in candidate must meet the qualifications of the position he or she is seeking and follow the same qualification procedures established by the Vice President of Internal Affairs and the senate, including certification of good standing and proof of class standing being submitted to the Vice President of Internal Affairs. Only the deadline and petition may be skipped. His or her name will not appear on the ballot. No campaigning, verbal or otherwise, will be allowed for a write-in candidate.
6. Ballots
   The names of candidates on ballots will be arranged in chronological order of petitions received. Unless otherwise specified, the Officer candidates who do not receive the office they desired will be automatically put on the Senator ballot of their class.
7. Winning Candidates
   In senate officer elections, the winning candidate will be the candidate who receives a majority of the votes cast. In senator elections, the winning candidates will be the top four vote-getting candidates who meet the necessary qualifications. In judicial board elections, the winning candidates will be the top vote-getting candidates. Any votes cast for candidates who do not meet necessary qualifications for the position will not be counted. In case of a tie, there will be a run-off.
8. Assumption of Office
   After general elections in the spring, the new senate members and officers shall assume office on the second scheduled senate meeting after elections. The first scheduled meeting following elections shall be a joint meeting of the old and new members and officers; however, only old senate members and officers will be allowed to vote at this meeting. At the conclusion of this joint meeting, new members and officers will be installed by the outgoing members and officers.

D. Impeachment Proceedings

Any Senator or Officer may be removed from office by a 3/4 vote of the Senate for consistent failure to discharge duties. In order to begin impeachment proceedings for a senator, a petition calling for Senate consideration of removal must be signed by 50 of a representatives constituents. In order to begin impeachment proceedings for an officer, a petition calling for Senate consideration of removal must be signed by 100 members of the student body.

E. Quorum

A quorum consisting of at least 3/4 the voting membership of the Senate must be present at any official meeting called by the executive council before any official business may proceed.

F. Advisors

There are two non-voting faculty advisors of the Senate, selected by the Senate at the beginning of each school year. No advisor is officially associated with any SGA media or Judicial body.

ARTICLE II. Judicial Branches of the Student Government Association

A. Purpose

The purposes of the judicial branches of the Student Government Association are to adjudicate conflicts arising from violation of College regulations, and to execute judgements of said adjudication.

B. Residence Hall Councils

1. Purpose

   The Residence hall Councils shall exist for internal regulation of residence hall life and are subject to annual review and alteration by the Senate within the guidelines of the SGA Constitution.

2. Composition

   Composition and membership of Residence Hall Councils shall be left to the discretion of individual residence halls.

3. Imposing of penalties

   The Residence Hall Councils shall have the power to impose any penalty appropriate to minor infractions, short of restriction of campus privileges, social probation, suspension, or expulsion from the College.

C. Judicial Board

1. Purpose

   The Judicial Board shall exist to hear cases involving the violation of non-academic social rules.

2. Composition
   Judicial Board shall be composed of nine members; one male and one female from each class elected by their respective class, and one undergraduate student elected by the undergraduate student body to serve as representative-at-large.
3. Qualifications
   Judicial Board members must be undergraduate students, who hold a minimum 2.0 cumulative GPA, and may not be a member of any Residence Hall Council, Student Senate, the Conduct Review Sub-Committee, the honor Court, or hold a Resident Assistant position.
4. Duties and Powers
   The Board shall have the power to hear and act on all cases referred to it by the Judicial Referral Board, or appealed to it by a student. The power of the Board shall include the power to impose any penalty except suspension or expulsion from the College. In appellate cased, the Board shall have the power to uphold or decrease the penalty of a Residence Hall Council, by in no case may in increase the penalty. The Board has the power to adopt its own by-laws within the guidelines set forth in the Constitution, subject to Senate approval.
5. Election Procedures
   All members except freshmen are elected during the spring general election regulated by the Elections Committee, and will take office at the beginning of the next academic year. First year members will be elected in the fall SGA elections. They will take office immediately after election. Prior to the general election, all candidates must present to the Elections Committee a petition with 25 signatures from full-time undergraduate students from their class. The at-large representative must obtain 50 signatures from undergraduate students. In the case of vacancies within the Judicial Board, the Student Senate shall fill those vacancies with a qualified undergraduate student until a special election can be held.
6. Term of Office
   The freshmen, sophomore, and at-large representatives will serve one-year terms. The junior representatives will serve a second year as senior representatives. A special election will be held to fill any vacancy.
7. Impeachment Procedure
   Any student, including Judicial Board members, may bring before the Senate charges of dereliction of duty against any Board member. On the motion from any two Senators, the Senate will review the charges against the accused Board member, following the same rules of procedure and observing all rights of the accused as guaranteed in this Constitution. A 3/4 vote of the Senate will be necessary for conviction and removal from office of any Judicial Board member.

D. Conduct Review Sub-Committee

1. Purpose

   The Conduct Review Sub-Committee's primary function is to consider and decide upon all cases involving non-academic misconduct referred to it by the Judicial Referral Board. The committee also decides upon appeals resulting from other disciplinary action, including that of the Honor Court. If the student questions the fairness of a disciplinary action taken against him or her by a Dean or a student judicial body, he or she should be granted by request the privilege of a hearing before this Committee. At the request of the Executive Council of SGA, the Committee will rule upon the constitutionality of actions taken by the Student Government Association.

2. Composition

   The Conduct Review Sub-committee shall be composed of two faculty members, one serving as Chair, a staff member (other than the Dean of Students or the Assistant Dean of Students) to serve as recorder, the Dean of Students (ex-officio) and four full-time undergraduate students, one representing each class, to be recommended by the Student Government Association by majority vote of the Senate and appointed by the President of the College.

3. Qualifications

   Student members of the Conduct Review Sub-Committee must be undergraduate students who hold a minimum 2.0 cumulative GPA.

ARTICLE III. Regulations in the Judicial Process

A. Regulations concerning procedure:

1. Rights of the accused

   Before each case is heard, the accused must be informed of all rights and regulations enumerated in Article III of the Constitution and in the Constitution or by-laws of the particular judicial body. All charges and allegations against the accused must be made available to him/her in written form at least five days prior to the presentation of any evidence. The accused may waive this right. The accused must be allowed sufficient time to prepare a defense. In his/her defense the accused has the right to present any evidence or witnesses in his/her own behalf. The accused may (along with counsel, if desired) be present during the entire proceedings of the case, except when the judicial body confers to reach a verdict. The accused has the right to appeal to the Conduct Review Sub-Committee the assignment of his or her case to a particular judicial body in the Judicial Referral Board if the accused considers that assignment unjust.

2. Procedure concerning the gathering and presentation of evidence

   information which is not relevant to the case before the particular judicial body shall not be presented as evidence. No evidence may be admitted or considered by a judicial body without the knowledge of the accused, nor without allowing the accused a sufficient length of time to

prepare a defense against that evidence. No evidence may be presented as evidence which is not in written form, with the exception of oral testimony. All consultations between the accused and his or her faculty advisor, or between the accused and any administrator or faculty member acting in a counseling capacity, shall be considered privileged information, and therefore inadmissible as evidence without the express written consent of the accused.

3. Procedure concerning appeals
   Upon reaching a verdict, the judicial body shall immediately inform the accused of his/her right to appeal. The accused has the right to appeal any case within one week of the rendering of the previous decision to the immediately higher judicial level in the order of Judicial Board, Conduct Review Sub-Committee, President of the College. Only the judicial body or person appealed to considers the justifiability of the appeal. Permission of the Dean of Students or any other administrator is not required. The judicial body appealed from must make available to the accused, in writing, a complete and accurate record of the proceedings of his/her hearing within seven days after being notified of the appeal by the accused. The record must include: a statement of charges and allegations brought against the accused, written evidence presented during the course of the hearing, a list of all witnesses presenting oral testimony during the course of the hearing, a written statement of the body's decision. Failure on the part of any judicial body to observe any regulation of Article III shall hereby be considered grounds for appeal.

ARTICLE IV. General Regulations

A. Separation of Powers
   1. Regulations Concerning Student Government Association Bodies
      No student may serve on more than one of the following bodies: Student Senate, Judicial Board, Conduct Review Sub-Committee, Honor Court, Residence Hall Council. No student may serve on more than one judicial body.
   2. Ratification and Amendment Process
      A petition signed by 20 percent of the student body shall require the Senate to hear a proposed amendment. Ratification and/or amendments must be approved by the following bodies in the following order: 2/3 vote of the Senate, majority vote of the undergraduate students voting in a special election, a majority vote of the Student Life Committee, and approval by the Administrative Council (amended by faculty vote April, 1993). A constitution or amendment that has been appropriately approved by all bodies concerned shall become effective at the beginning of the next fall or spring semester, whichever is sooner, unless a special exception is approved by a 2/3 vote of the Senate. Each, as the process occurs, includes the date on which they approved the proposed constitution or amendment.

*HONOR COURT CONSTITUTION
(Passed 5/16/77)

ARTICLE I. HONOR CODE

Each student who enrolls in Centenary College undergraduate classes during the regular academic year becomes a part of the Centenary Honor System and is responsible to the Honor Code in both day and night classes. Thus, he/she becomes a member of the College community.

The Honor Code of Centenary College is founded on the idea that honor is that intangible quality which, if it pervades all phases of campus life, will tend to foster a spirit of dignity and personal integrity. Inherent in the system must be the premise that students will not tolerate a violation of the Honor Code. With such a goal, the Honor System is established with the realization that honor must be fostered and not forced and with the awareness that it will be successful only through the combined and cooperative efforts of faculty, administration and students.

ARTICLE II. GROUNDS FOR CONVICTION FOR VIOLATION OF THE HONOR CODE

Section One. *Cheating on Tests and Examinations*

1. Using notes, the textbook, or reference material during a test or examination, unless students are specifically authorized to do so by the teacher of the class.
2. Looking on the test paper of another student in the class.
3. Giving or receiving unauthorized aid verbally or in writing.

Section Two. *Cheating on Papers*

1. Plagiarism is defined as borrowing phrases, ideas, or other material (e.g., maps and charts) from any source without giving adequate credit;
2. Papers may not be proofread by anyone other than the author.
3. Papers may not be corrected by any typist other than the author.
4. No student may submit any work which he/she or another student) has submitted for credit in any other course without permission of the second instructor.

Section Three. *Failure to Adhere to Specific Requirements of Professors*

Students are responsible for finding out a professor's requirements for examination, papers, written homework, lab reports, tutoring, and all other work as he/she relates them to the Honor Court. Failure to adhere to these requirements is a violation of the Honor Code.

Clarification and exception:

1. On papers professors may
   a. Grant that a paper be proofread by parties other than the author.
   b. Prescribe limitations on the sources to be used.
   c. Make special stipulation concerning crediting of sources.
   d. Grant permission to any student to submit any work which he/she or another student has submitted for credit in any other course.
2. Written homework and laboratory reports
   a. Students may work together provided that each member of the group understands the work being done, and the instructor has authorized this procedure.
   b. All data must be reported by the student as observed in his/her experiment.
   c. Professors may
      (1) Require that all or part of the assignment be done by each student individually.
      (2) Require that secondary sources consulted be credited.
3. Tutoring
   Students must find out from a professor what kind of help may be received from a tutor on assigned work.

Section Four. *Failure to Appear*

If the accused, or a called witness, fails to appear, or fails to submit an adequate excuse to the Court, he/she shall receive an Honor Court Conviction.

ARTICLE III. PROCEDURE FOR EXAMINATIONS AND PAPERS

Suggestions by the Honor Court to alleviate suspicion of Honor Code violations:

1. Every effort should be made by the student to place him/herself in the classroom seating arrangement so as to minimize the suspicion of a violation.
2. Students should remove all notebooks, textbooks, and other written material from their desks. Only exam material should be within view.
3. Students should check with professors concerning any questions about papers.
4. Permission for combined work on projects and assignments does not necessarily imply authorized collaboration on resulting papers and reports.

ARTICLE IV. FACULTY RESPONSIBILITIES

Section One: As a member of the Centenary Community, each faculty member is responsible for reporting all cases of suspected cheating on tests, plagiarisms, and other violations of the Honor Code to a member of the Court rather than handling the case and penalty personally.

Section Two: Faculty members shall abide by the decision of the court in grading the student suspected of the violation.

Section Three: Members of the faculty who teach in the Evening Division will inform all students in any Evening Division class that they shall abide by the Honor Code in night classes.

Section Four: Faculty members shall explain all requirements for take-home tests.

ARTICLE V. ADDITIONAL FACULTY PARTICIPATION

A faculty member is urged to do the following:

1. Inform his/her students of regulations that apply to academic integrity in his/her course, and to make clear to what extent collaborative work or the exchange of aid and information (studying together, tutoring, proofreading of papers) is acceptable to him/her.
2. Constructively admonish a student who he/she feels is drifting into questionable practices, in order to improve the student's understanding of his/her intellectual responsibility.
3. Explain directions on examinations and inform students of his/her whereabouts during an examination should questions arise.
4. Instruct students to write and sign the honor pledge on each test and each piece of work that is to be done independently.
5. Impress upon students their responsibility to report all suspected instances of cheating, plagiarism, or other violations of both the Honor Code and his/her own class regulations.

ARTICLE VI. THE PLEDGE

Students are required to write the following pledge at the end of any examination or piece of independent work: **"I have neither given nor received unauthorized aid on this examination (paper), nor have I seen anyone else do so."** If the student has received aid or has suspicion of a violation of the Honor code, the following clause is to be added to the pledge: **"...except as I shall report immediately to a member of the Honor Court."**

The complete pledge will be written out in hand by the student, and should never be written until the test or paper has been completed for

submission to the professor or student. Any violation shall be reported immediately to a member of the Honor Court.

ARTICLE VII. REPORTING OFFENDERS OF THE HONOR CODE

Any suspected Honor Code violation shall be reported immediately. Reports of violation of the Honor Code shall be made to any member of the Honor Court, or to the Honor Court through campus mail. All written communication must be signed, but the identity of the reporting student shall be known only to the members of the Honor Court. This Court shall be pledged not to divulge this information.

ARTICLE VIII. HEARINGS

After receiving communication of a suspected Honor Code violation, the Honor Court shall have at most three (3) class days to send written notice to the defendant. Upon receiving notice, the defendant shall then have three (3) class days to prepare his/her case. The defendant has the right to waive his/her three days preparation period.

All hearings shall be closed. In order to protect the identity of the reporting party, the accuser and the accused will be called at separate times.

Except under very exceptional circumstance, decisions on cases of violations of the Honor Code shall be handed down within three (3) days of the hearing.

Students and faculty members shall appear on request at Honor Court hearings. Either the defendant or plaintiff may call witnesses in their behalf, but the Honor Court shall determine whether the defendant or plaintiff may be present during the testimony or questions of their witnesses.

Findings of the Honor Court shall be published; however, in such reports of findings, facts shall be omitted which would lead to the identification of the principals involved.

A quorum in the Honor Court shall be four members. The votes of four of the members of the Honor Court in favor of conviction shall be necessary for the conviction of an accused student.

ARTICLE IX. PENALTIES

After hearings, the Honor Court shall return a verdict of "guilty" or "not guilty" and shall assess penalties for Honor Code offenses as follows.

A. For conviction on the first offense the Honor Court has an option on the following penalties:

1. Conviction, no further penalty.
2. Conviction with option to redo work. Students may redo the work with no grade assessed to the original work. The new work shall be submitted to the professor for a grade. Should the student fail to

submit the new work within a time limit agreed upon by the student and the professor, the student shall receive an "F" in the work.

3. Conviction with "F" work.
4. Conviction with numerical value of zero (0) on work.
5. Conviction with "F" in course.
6. Conviction with "F" in course with recommendation to the Dean of the College for suspension for a semester.
7. Conviction with "F" in course with recommendation to the Dean of the College for dismissal from the College.

The numerical value of the "F" in the above penalties shall be determined by the teacher of the course with the stipulation that the "F" be no higher than any honestly obtained "F" on the work by any member of the class (or group of classes).

B. Any piece of work on which the Honor Court makes a ruling may not be dropped by a professor.

C. Conviction on the second offense imposes an automatic penalty of dismissal .

ARTICLE X. APPEAL PROCEDURE

Appeal from conviction of an Honor Code offense shall be made to the Dean of the College (Provost) within seven (7) working days of notification of conviction by presenting to him/her the reasons in writing for requesting reconsideration of the case. If the Dean (Provost) considers the request justified, the appeal will then be heard by the Conduct Review Sub-Committee and their decision shall be final.

ARTICLE XI. ORGANIZATION OF THE COURT

Section One. *Composition*

The Honor Court shall consist of five members and two alternate members nominated by the faculty and student body.

Section Two. *Nominations*

Nominations shall be made by the student body and the faculty to fill any vacancies in the Honor Court. The Court shall then choose sufficient names from the list to fill vacancies on the Court. The new Court shall assume its duties upon election. In the event that vacancies on the Court should develop at a time other than the end of the school year, the vacancies shall be filled by the alternate members. Vacancies in alternate positions shall be filled at the discretion of the court.

Section Three. *Qualifications*

The members of the Honor Court shall:

1. Be of junior or senior standing in Centenary College at the end of the semester during which the office is to be assumed.
2. Be enrolled in at least their second semester at Centenary College.
3. Not hold any elected office to the Student Government Association, membership on a judicial board, or membership on the Conduct Review Sub-Committee.
4. Have a grade point average of 2.5 or above at the time of election.

Section Four. *Term of Office*

Terms of members of the Honor Court shall be from the time of selection until graduation or voluntary withdrawal from the Honor Court of the College.

Section Five. *Officers of the Honor Court and Duties*

1. CHIEF JUSTICE. The Chief Justice shall be elected from the members of the Court before the end of the spring semester of each year. The term of office of the Chief Justice shall be one year. He/she may, however, succeed him/herself. The Chief Justice shall have overall supervision of the work of the Court. It shall be his/her duty to call sessions of Court as the need arises and to preside over the sessions.
2. ASSOCIATE JUSTICE. The Associate Justice shall be elected at the same time from the membership of the Court. He/She shall serve in the Chief Justice. In case of a vacancy in the office of Chief Justice, the Court may at its discretion elect a new Chief Justice or elevate and replace the Associate Justice.
3. CLERK. The Court shall at the same time select from its membership a court clerk who shall be responsible for maintaining the necessary records of the sessions. In the absence of the duly elected Clerk, the Chief Justice shall appoint one of the Court to serve in that capacity.
4. The Honor Court shall select annually two members of the Centenary College full-time faculty to serve as faculty advisors. These advisors shall have no power other than to advise. They shall serve also as liaison with the faculty members who might be involved in any case, and participate in questioning according to the general policy determined by the Honor Court.

Section Six. Impeachment Proceedings

1. Any Justice may be removed from office by a 2/3 vote of the entire Honor Court for
   (a) Consistent failure to discharge duties.
   (b) Conviction of an Honor Code offense.
2. The member under consideration for removal may not vote in the removal proceedings.

ARTICLE XII. ORIENTATION PROCEDURES OF THE HONOR SYSTEM

Section One. *Responsibility for conducting all phases of Honor System orientation shall rest upon the current Honor Court.*

Section Two. *Presentation to Faculty*

1. At the Pre-Registration conference of each new school year, the Faculty shall be briefed on the Honor System by the current Chief Justice of the Honor Court, or a representative of that body, given constitutions, and made aware of their several areas of responsibility.
2. The responsibilities and suggestions to the Faculty shall be stressed as being a part of the Constitution (see Articles IV and V)>

Section Three. *Presentation to New Students*

The current Honor Court shall be responsible for making available an explanation of the purposes and operations of the Honor System of the College to all new students, however, it is the **student's responsibility** to familiarize him/herself with the Honor System.

Section Four. *Presentation the Student Body*

Each semester an effort shall be made by the Honor Court to impress upon the student body the purposes and mechanics of the Honor System.

Section Five. *The Signing of the Code Card at Registration*

As a part of the registration procedure, each student will sign a statement agreeing to abide by the Honor Code of the College, which will be included on the general registration form.

ARTICLE XII. AMENDMENTS

Section One. *Proposal*

Amendments to this constitution may originate with either the Honor Court or the Student Government Association. Suggestions for amendments may be submitted to either body.

Section Two. *Ratification*

1. Proposed amendments to the Honor Court Constitution originating in the Student Government Association shall be approved by the Honor Court with a 4/5 vote. Amendments originating in the Honor Court shall be approved by the Student Government Association with a 2/3 majority vote.
2. Amendments must be approved by the faculty and, in a general election, by a 2/3 majority of the voting student body to become a part of this constitution. Approval may be made first by either body.
3. The amendment shall take effect immediately upon ratification.

*Guidelines for the Honor System

1. ADVANTAGES OF THE HONOR SYSTEM

We of Centenary College are proud of the fact that our students govern their own academic performance through an Honor Code which they helped to write, and which they themselves administer.

A national survey has shown that cheating occurs more often on campuses where no joint honor system is in effect and where enforcement of honesty is left up to faculty alone. It occurs least often among students in colleges where both students and faculty participate in a functioning honor system.

Our honor system is a classic example of growing student participation in self-government and responsibility for administrative affairs on campus. The increased freedom it affords gives those who participate in it room to grow in maturity and responsibility, and to strengthen qualities of honesty and integrity.

Sharing with the student body in the observance and administering of the Honor Code also benefits the College faculty. Faculty and students become partners in striving toward a lofty goal, and their common striving builds an atmosphere of trust and confidence. Faculty members are also relieved of the necessity of filling the distasteful role of policeman.

The Centenary College Honor System was developed because the students proposed the idea to the College faculty and asked that the faculty join in writing and administering a workable code. The Code was tried on an experimental basis in some departments of the College in 1953, and soon thereafter the present Honor Code was adopted as binding for all regular students of the College.

2. REQUIREMENTS AND PROCEDURES

Basically the Code provides that a student will neither cheat nor will he/she tolerate cheating on the part of others.

If you have registered at Centenary, you have signed a pact which automatically includes you as a part of our Honor System, binding you to its terms and committing you to uphold its principles and its provisions. You have agreed to present work for credit which is wholly and only your own. When exams are given or when you present written work and research papers, no professor or proctor should be required as a policeman to insure that the work is your own, although a teacher may do so in incidents of suspected violation of the Honor Code. Your own personal integrity is your proctor.

We administer the Code through a student court composed of five members and two alternates who are chosen from among nominations made by the student body and the faculty. One member is elected to preside as Chief Justice. At least one faculty member serves as advisor and liaison officer. The Constitution of the Honor Court provides that all violations of the Code shall be referred at once to the Court. It also provides for hearings, suitable penalties upon conviction, and appeal of conviction.

A conviction before the Honor Court for violation of the Honor Code may result in one of the following penalties: Conviction with further penalty, Honor Court F on the work, Honor Court F in the course, suspension for one semester or permanent expulsion from Centenary. Every student should thoroughly familiarize him/herself with the Honor Court Constitution printed in the preceding section of *The Centenary College Student Handbook* in order to understand exactly what his/her responsibilities are under the Honor System.

If you suspect that a violation of the Honor Code has occurred, it is your obligation to inform a member of the Honor Court of this fact as soon as possible. Names of the members of the Court will be posted in each classroom. If you do not know any of these students, you may send written notice to the Faculty Advisor, Honor Court, through campus mail.

The Honor Court Constitution and the Honor Code are printed in full detail in the preceding section which all incoming students are expected to read carefully. The Honor System is also explained to new students during formal orientation each fall.

3.RESEARCH PAPERS AND THE HONOR SYSTEM

Most commonly, violations of the Honor Code concern plagiarism. In the interest of clarification, these guidelines are offered.

Plagiarism in any work done under the Honor System is a violation of the Honor Code, and is a serious offense.

You will be plagiarizing if (1) you are not accurate in indicating direct quotations from any source, including textbooks, or (2) you do not completely reword when you paraphrase. Rewording includes using your own language and your own sentence structure. A paraphrase should sound like you, not like the source with the words shifted around. Both quotations and paraphrasing require documentation. Any plagiarism, intentional or not, casts doubt on the honesty of all your statements.

A *Short Guide to Manuscript and Documentation Form*, by Allen and Colbrunn, found under 029.6, AL53s, and the *MLA Style Sheet*, found under 0-29, M72s, are both on permanent reserve in the library for your reference use. These pamphlets, along with the freshman English textbook and this explanation, should indicate what is not proper credit and correct form for giving credit.

Borrowing an author's *ideas* and putting them into your own words is *paraphrasing* and requires that credit be given for the ideas by means of a footnote or other clear procedure. Neither quotation marks nor indentation is used for paraphrasing. If you present another person's ideas as your own, by *not* giving credit, you are plagiarizing. When in doubt, footnote!

Borrowing an author's exact *words is quoting* and also requires a footnote or other clear credit to the source. Quotes must be placed in quotation marks, and if the quote is long, it should also be indented and single spaced. If you quote an author and do not put the quote in quotation marks or indent, your are plagiarizing *even if you do give a footnote!* You are borrowing not only the author's ideas, but are presenting the words as your own. You still are not

giving full credit, and thus are plagiarizing. Usually, two or more distinctive and sequential words from the source should be placed in quotation marks.

Following is a reproduction of part of page 208 of *Recent American Literature* by Donald Heiney (Great Neck, New York: Barron's Educational Series, 1958). Following this reproduction are examples of three students' use of this reference in research papers. Two of the students, A and B, have given improper credit and therefore are guilty of plagiarism. Student C has given proper credit.

The original passage:

Awarding of the Nobel Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author; today many American critics are inclined to agree in this judgement. The distinction is one to which he is well entitled. He is sometimes considered an agrarian naturalist in the manner of Erskine Caldwell; actually he is more meaningful and profound, as well as more artistically original, than any of the American naturalists with the possible exception of Hemingway. His novels are generally laid in rural settings, but the problems they treat are psychological and moral rather than physical. His great subject is the decline of the South; its economic sterility, its moral disintegration, and its struggle to resist the progressive and materialistic civilization of the North.

Student A's paper:

The awarding of the Nobel Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author. His naturalism is sometimes compared to that of Erskine Caldwell. Faulkner's naturalism is illustrated by his use of rural settings in his novels. His great subject is the decline of the South; its economic sterility, its moral disintegration, and its struggle to resist the progressive and materialist civilization of the North.

Student A has plagiarized both ideas and words by presenting them as his own without any footnotes at all. He/she has violated the Honor Code.

Student B's paper:

The awarding of the Nobel Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author. His naturalism is sometimes compared to that of Erskine Caldwell. Faulkner's naturalism is illustrated by his use of rural settings in his novels. His great subject is the decline of the South: its economic sterility, its moral disintegration and its struggle to resist the progressive and materialistic civilization of the North.1

1Donald Heiney, *Recent American Literature*, (Great Neck, New York: Barron's Educational Series, 1958) p. 208.

Student B has given credit for the borrowed ideas by his footnotes, but not for the words, which are also borrowed in places. Although a few words are changed, there are still complete sentences lifted intact from the original work

without giving credit for the author's words. Student B also has violated the Honor Code.

Student C's paper:

Faulkner's great talent has made him "the foremost living American author" to European critics.1 The rural settings of many of his novels illustrate his naturalism which is often compared with that of Erskine Caldwell. The central theme of Faulkner's novels is the decline of the South.2

1Donald Heiney, *Recent American Literature* (Great Neck, New York: Barron's Educational Series, 1958) p. 208>

2Ibid.

Student C has given credit for both the phrase "the foremost living American author" and for the ideas borrowed. He/she has given proper credit.

4. A FINAL REMINDER

If you have any questions, it is your responsibility to ask your teacher exactly what he/she requires in a paper that requires research or documentation. Let us remind you that this applies to all full-time and part-time undergraduate students whether in day or night classes.

1993 - 1994 Calendar

AUGUST

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NOVEMBER

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ACADEMIC CALENDAR
1993 - 1994

FALL SEMESTER 1994

Thurs.-Sun.	August 26-29	New student Orientation
Friday	August 27	New student advising and registration, verification of pre-registration
Saturday	August 28	Returning student registration, verification of pre-registration
Monday	August 30	**FIRST DAY OF CLASSES**
Monday	September 6	LABOR DAY - NO CLASSES
Tuesday	September 7	**Last day for enrolling, adding courses or changing sections**
Friday	October 8	Last day for removing incompletes (noon)
Thursday	October 14	Fall Break begins at 8:00 p.m.
Monday	October 18	Classes resume
Friday	October 22	**MID SEMESTER GRADES DUE**
Wednesday	November 3	**Last day to drop courses or change enrollment status**
Mon.-Fri.	**Nov. 15 - 19**	**Spring Pre-Registration Week**
Tuesday	November 23	Thanksgiving Break begins at 1:50p.m. **Follow Friday Class Schedule**
Monday	November 29	Classes resume
Mon.-Fri.	Dec. 6-10	**Preparation Week**
Friday	December 10	Classes End
Mon.-Fri.	Dec. 13-17	**FINAL EXAMS** - schedule in Registrar's Office
Saturday	December 18	Semester ends at 2:00 p.m.

SPRING SEMESTER 1994

Monday	January 10	All students register, verify registration
Tuesday	January 11	**FIRST DAY OF CLASSES**
Tuesday	January 18	**Last day for enrolling, adding courses or changing sections**
Friday	February 11	Mardi Gras Holiday begins at 3:00 p.m.
Monday	February 21	Classes resume
Mon. - Fri.	**Feb. 21 - 25**	**Module Pre-registration**
Thursday	March 3	Last day for removing incompletes (noon)
Monday	March 7	**MID SEMESTER GRADES DUE**
Thursday	March 17	**Last day to drop courses or change enrollment status**
Thursday	March 31	Spring Break begins at 5:00 p.m.
Monday	April 11	Classes resume

Mon.-Fri.	**Apr. 11-15**	**Fall/Summer Pre-Registration Week**
Thurs.-Tues.	Apr. 28-May 3	**Finals for graduating Seniors**
Thurs.-Wed.	Apr. 28-May 4	**Preparation Week**
Tuesday	May 3	Classes End **(follow Friday class schedule)**
Wednesday	May 4	Study Day
Thurs.-Wed.	May 5 - 11	**FINAL EXAMS** - schedule in Registrar's Office
Saturday	May 7	Commencement at 2:30 p.m.
Thursday	May 12	Semester ends at 2:00 p.m.

MODULE 1994

Monday	May 16	Class work begins
Monday	May 23	Last day to drop
Friday	June 3	Class work ends at 5:30 P.M.
Tuesday	June 7	Module grades due

SUMMER 1994

Monday	May 16	Registration, verification of registration for Summer School Sessions
	May 16 - June 10	**Summer Session I**
Wednesday	May 18	Last day for enrolling, adding, changing sections for Session I
Thursday	May 26	Last day for dropping courses, changing enrollment status for Session I
	June 13 - July 8	**Summer Session II**
Wednesday	June 15	Last day for enrolling, adding, changing sections for Session I
Thursday	June 23	Last day for dropping courses, changing enrollment status for Session I
Monday	July 4	**Holiday** (Individual instructors will determine if their classes will meet)

RESIDENCE AND CAFETERIA CALENDAR
1993 - 1994

Wednesday	August 25	**New student** check-in: 1-5 p.m.
Friday	August 27	Returning student check-in: 1-6 p.m. Cafeteria opens for all students: 4:30 p.m.
Thursday	October 14	Cafeteria closed for Fall Break at 6:15 p.m.
Monday	October 18	Cafeteria service resumes: 7:15 a.m.
Tuesday	November 23	Cafeteria closed for Thanksgiving Break: 1:15 p.m.
Wednesday	November 24	**Residence Halls** close for Thanksgiving Break: 10:00 a.m.
Sunday	November 28	**Residence Halls** open: 1:00 p.m.
Monday	November 29	Cafeteria service resumes at 7:15 a.m.
Saturday	December 18	End of Semester Cafeteria closes: 8:30 a.m. **Residence Halls close**: 2:00 p.m.

SPRING 1994

Sunday	January 9	**Residence Hall** check-in: 1-5 p.m.
Monday	January 10	Cafeteria opens for all students: 7:15 a.m.
Friday	February 11	Cafeteria closed for Mardi Gras Break at 6:15 p.m.
Saturday	February 12	**Residence Halls close** for Mardi Gras Break at 10:00 a.m.
Sunday	February 20	**Residence Halls open**
Monday	February 21	Cafeteria service resumes: 7:15 a.m.
Thursday	March 31	Cafeteria closed for Spring Break: 6:15 p.m.
Friday	April 1	**Residence Halls** close for Spring Break: 10:00 a.m.
Sunday	April 10	**Residence Halls open**: 1:00 p.m.
Monday	April 11	Cafeteria service resumes at 7:15 a.m.
Wednesday	May 11	End of Semester Cafeteria closes: 6:15 p.m.
Thursday	May 12	End of Semester **Residence Halls close**: 2:00 p.m.

MODULE AND SUMMER 1994*

Sunday	May 15	**Residence Halls open**: 1-5 p.m.
Monday	May 16	Cafeteria opens: 7:15 a.m.
Friday	July 8	Cafeteria closes: 6:15 a.m.
Saturday	July 9	**Residence Halls close**: 2:00 p.m.

*Contract periods are based on enrollment period for each session. Residential studer are required to purchase a meal plan along with their housing arrangements.

Calendar of Events for 93-94

August

25
- **New Students check into their assigned residence from 1:00-5:00 p.m.**
- New Student Orientation from Aug. 25

27
- REGISTRATION for New Students from 1:00-5:00 p.m.
- **Returning Students check into residence halls from 1-6 p.m.**
- **Cafeteria opens for 1st meal of semester at 4:30 p.m.**

28
- REGISTRATION for all other students from 1:30-4:30 p.m.

29
- Panhellenic Mixer at 6:00 p.m. in the Caf

30
- **Classes begin at 8:20 a.m.**
- BSU will be passing out cookies in the residence halls
- IFC Banquet at 5:30 p.m.
- Panhellenic Open House from 6:00-8:00 p.m.
- 1st meeting for the Centenary Students for Cultural Diversity at 5:00 p.m. in Rm. #08 of the Library Basement

31
- BSU Welome Pizza Party 7:00 p.m. in BSC
- Panhellenic Invitations Pick-up from 12:00-1:00 p.m. in Kilpatrick
- IFC Smokers from 7:00-8:00p.m.; 8:10-9:10 p.m.

September

1
- Panhellenic Invitationals from 5:30-9:30 p.m.
- IFC Smokers from 7:00-8:00 p.m.; 8:10-9:10 p.m.

2	•Panhellenic Invitations Pick-up from 11:10 a.m.-12:10 p.m. •Bacchus Program from 6:00-7:00 p.m. •IFC Pref Sign-up
3	•IFC 2nd Preference Parties from 3:00-8:00 p.m. •Panhellenic Preference Parties from 6:00-9:30 p.m. •Panhellenic Preference Signing from 10:00-11:00 p.m.
4	•Panhellenic Bid Day, pick-up bids at 12:00 p.m. in the Library Basement •IFC 1st Preference Parties from 3:00-8:00 p.m. •Ladies Soccer vs. St. Edwards at 3:00 p.m. •Gents Soccer vs. St. Edwards at 5:00 p.m.
5	•IFC Bid Day from 12:00 p.m. til 2:00 a.m.
6	•**LABOR DAY- No classes**
7	•BSU Luncheon Program at 11:30 a.m. in the Green Room
8	•Ladies Volleyball vs. Mercer at 4:30 p.m. •Ladies Volleyball vs. Northwestern State at 7:30 p.m.
9	•Last day for adding, changing or enrolling in classes •Ladies Volleyball vs. Georgia State at 12:00 p.m.
1 1	•Ladies Volleyball vs. Oral Roberts at 12:00 p.m.
1 3	•SGA Fall Elections
1 6	•*Rosh Hashanah* •Ladies Volleyball vs. Samford at 4:30 p.m. •Ladies Volleyball vs. Louisiana Tech at 7:30 p.m.
1 7	•*Rosh Hashanah*
1 8	•SGA Retreat •Ladies Soccer vs. Stetson at 1:00 p.m. •Gents Soccer vs. Stetson at 3:00 p.m.
1 9	•SGA Retreat •Ladies Soccer vs. Oral Roberts U. at 1:00 p.m.
2 0	•Shenandoah Shakespeare Express •Gents Soccer vs. Florida International at 3:00 p.m.
2 1	•Shenandoah Shakespeare Express
2 2	•Shenandoah Shakespeare Express •Ladies Soccer vs. TCU at 2:00 p.m. •Gents Soccer vs. TCU at 4:00 p.m.
2 3	•Shenandoah Shakespeare Express •Ladies Volleyball vs. Southeastern at 7:00 p.m.

24	•Shenandoah Shakespeare Express •BSU State Fall Convention
25	•*Yom Kippur* •Shenandoah Shakespeare Express •BSU State Fall Convention
26	•BSU State Fall Convention
27	•Blood Drive in SUB from 10:00 a.m. til 4:00 p.m.
28	•Ladies Volleyball vs. Southern Arkansas at 7:00 p.m. •Blood Drive in SUB from 10:00 a.m. til 4:00 p.m.
29	•Camino Real at MLP at 7:30 p.m.
30	•*Sukkot-First Days* •Ladies Soccer vs. Central Florida at 3:00 p.m. •Camino Real at MLP at 8:00 p.m.

October

1	•*Sukkot-First Days* •Ladies Volleyball vs. Alcorn at 7:00 p.m. •Camino Real at MLP at 8:00 p.m.
2	•ZTA Las Vegas Night •Camino Real at MLP at 8:00 p.m.
5	•Ladies Soccer vs. SMU at 3:00 p.m.
6	•Gents Soccer vs. U. of N. Texas at 3:00 p.m.
7	•*Shemini Atzeret* •Camino Real at MLP at 8:00 p.m.
8	•*Simchat Torah* •Last Day for removing incomplete grades •Camino Real at MLP at 8:00 p.m.
9	•PARENTS WEEKEND •Camino Real at MLP at 8:00 p.m.
10	•PARENTS WEEKEND •Camino Real at MLP at 2:00 p.m.
11	•Ladies Volleyball vs. Grambling at 7:00 p.m.
14	•**Cafeteria closes for Fall Break at 6:15 p.m.** •**FALL BREAK begins at 8:00 p.m.**
18	•Classes resume •**Cafeteria opens at 7:15 a.m.**
22	•Gents Soccer vs. Southwest Missouri State at 3:00 p.m. •Mid-semester grades due
26	•GRADUATE SCHOOL FAIR from 10:00 a.m.-3:30 p.m. •Ladies Soccer vs. Millsaps at 3:00 p.m. •SGA Town Meeting

27	•SGA Town Meeting
28	•Last Day for dropping classes or changing enrollment status •Ladies Soccer vs. Florida International at 2:00 p.m. •Ladies Volleyball vs. Texas Southern at 6:00 p.m. •FALL FEST- Hypnotist Danny LaRosa at 7:00 p.m.
29	•PREVIEW DAY •FALL FEST - Human Bowling, Gyro, and Fly Trap from 11:00 a.m.-5:00 p.m. on Hardin Field
30	•Gents Soccer vs. Memphis State at 2:00 p.m.

November

2	•Ladies Soccer vs. U. of A.-Little Rock at 2:00 p.m.
4	•CAREER FAIR from 10:00 a.m.-3:30 p.m.
5	•Ladies Soccer vs. Texas A & M at 3:00 p.m. •BSU International Student Retreat
6	•Gents Soccer vs. Central Florida at 3:00 p.m. •BSU International Student Retreat
7	•Ladies Soccer vs. Florida Atlantic at 1:00 p.m. •Gents Soccer vs. Florida Atlantic at 3:00 p.m. •BSU International Student Retreat
10	•Lips Together, Teeth Apart at MLP at 7:30 p.m.
11-13	•Lips Together, Teeth Apart at MLP at 8:00 p.m.
15-19	•PRE-REGISTRATION WEEK
18-20	•Lips Together, Teeth Apart at MLP at 8:00 p.m.
21	•Lips Together, Teeth Apart at MLP at 2:00 p.m.
23	**•Cafeteria closes for Thanksgiving Break at 1:15 p.m.** **•THANKSGIVING BREAK begins at 1:50 p.m.**
24	**•Residence Halls close for Thanksgiving Break at 10:00 a.m.**
28	**•Residence Halls reopen at 1:00p.m.**

29	**•Classes resume at 8:20 a.m.** **•Cafeteria opens at 7:15 a.m.** •Gents Basketball vs. Wiley at 7:05 p.m •Blood Drive in SUB from 10:00 a.m. til 4:00 p.m.
30	•Blood Drive in SUB from 10:00 a.m. til 4:00 p.m.

December

1	•Decorations for Centenary Celebrates Christmas must be up by 5:00 p.m. •Gents Basketball vs. LSUS at 7:05 p.m.
2	•Centenary Celebrates Christmas Program
3	•PREVIEW DAY
4	•International Christmas Celebration in the Residence Halls
6-10	•PREPARATION WEEK
9-16	•*Chanukah*
10	•Classes End
13-17	•SEMESTER EXAMS
18	**•Cafeteria closes at 8:30 a.m.** **•Residence Halls close at 2:00 p.m.; Non-returning students must be checked out by this time**
25	•*Christmas*

January

3	•Gents Basketball vs. Southeastern LA at 7:05 p.m.
9	**•Residence Halls open for Spring Semester check-in from 1:00-5:00 p.m.**
10	**•Cafteria opens for Spring Semester at 7:15 a.m.** •REGISTRATION from 8:30 a.m.-4:00p.m.
11	•Class work begins at 8:20 a.m.
13	•Gents Basketballl vs. Georgia State at 7:05 p.m.
15	•Gents Basketball vs. Samford at 7:05 p.m.
17	•PREVIEW DAY •Martin Luther King Jr. Celebration

20	•Last day for enrolling, adding or changing sections
22	•Ladies Gymanastics vs. Texas Woman's Univ. at 7:00 p.m.
27	•*Tu B'Shevat* •Gents Basketball vs. Central Florida at 7:05 p.m.
28	•BSU State Student Evangelism Conference
29	•BSU State Student Evangelism Conference •Gents Basketball vs. Stetson at 7:05 p.m.

February

1	•Black History Celebration
2	•Talk Radio at MLP at 7:30 p.m.
3	•Gents Basketball vs. Florida Atlantic at 7:05 p.m. •Talk Radio at MLP at 8:00 p.m.
4	•SCHOLARSHIP DAY •Talk Radio at MLP at 8:00 p.m.
5	•Gents Basketball vs. Florida International at 7:05 p.m. •Talk Radio at MLP at 8:00 p.m.
7-8	•Blood Drives in SUB from 10:00 a.m. til 4:00 p.m.
9	•Black History Celebration •Ladies Softball vs. NLU at 1:00 p.m.
10	•Talk Radio at MLP at 8:00 p.m.
11	**•Cafeteria closes for Mardi Gras Break at 1:15 p.m.** **•Mardi Gras Break begins 3:00p.m.** •Talk Radio at MLP at 8:00 p.m.
12	**•Residence Halls close for Mardi Gras Break at 10:00 a.m.** •Talk Radio at MLP at 8:00 p.m.
13	•Talk Radio at MLP at 2:00 p.m.
14	•*Valentines Day*
17	•Gents Basketball vs. Mercer at 7:05p.m.
19	•Gents Basketball vs. College of Charleston at 7:05 p.m.
20	**•Residence Halls reopen at 1:00p.m.**
21	**•Cafeteria reopens at 7:15 a.m.**

21-25	•Module Pre-registration
24	•Black History Celebration

March

3	•Last day for removing incomplete grades
7	•Mid-semester grades due •Ladies Softball vs. LA Tech at 1:30 p.m.
8-9	•SGA Town Meetings
10	•Ladies Softball vs. UT at Arlington at 2:00 p.m.
12	•Ladies Softball vs. Samford at 1:00 p.m.
17	•*St. Patrick's Day* •Last day for dropping or changing enrollment status
21	•JUNIOR DAY
23	•Dancing at Lughnasa at MLP at 7:30 p.m.
24	•FOUNDER'S DAY •Dancing at Lughnasa at MLP at 8:00 p.m.
25	•HOMECOMING •Dancing at Lughnasa at MLP at 8:00 p.m.
26	•HOMECOMING •Ladies Gymnastics vs. Texas Woman's Univ. & Seattle Pacific Univ. at 7:00 p.m. •Dancing at Lughnasa at MLP at 8:00 p.m.
27	•Dancing at Lughnasa at MLP at 2:00 p.m.
27-Apr. 3	•*Passover*
29	•Ladies Softball vs. Northwestern at 1:30 p.m.
31	**•Cafeteria closes for Spring Break at 6:15 p.m.** **•Spring Recess begins at 5:00 p.m.**

April

1	**•Residence Halls close for Spring Break at 10:00 a.m.** •Dancing at Lughnasa at MLP at 8:00 p.m.
2	•Dancing at Lughnasa at MLP at 8:00 p.m.
8	•BSU Spring Assembly
9	•BSU Spring Assembly

10	•BSU Spring Assembly •**Residence Halls reopen at 1:00 p.m.** •Ladies Softball vs. McNeese State at 12:00 p.m.
11	•**Cafeteria reopens at 7:15 a.m.** •Classes begin at 8:20 a.m.
11-15	•PRE-REGISTRATION WEEK (SUMMER, FALL)
18	•Blood Drive in SUB from 10:00 a.m. til 4:00 p.m.
19	•Blood Drive in SUB from 10:00 a.m. til 4:00 p.m.
24	•Ladies Softball vs. Georgia State at 12:00 p.m.
25-30	•Jewish Awareness Week
28-May 4	•PREPARATION WEEK
28-May 3	•SEMESTER EXAMS FOR GRADUATING SENIORS

May

3	•Class work ends
4	•Study Day
5-11	•SEMESTER EXAMS
7	•COMMENCEMENT at 2:30 p.m.
11	•**Cafeteria closes, end of semester at 6:15 p.m.**
12	•**Residence Halls close, end of semester students not remaining for Module or Summer School I must bechecked out by 2:00 p.m.**
15	•**Residence Halls open for check-in from 1:00 - 5:00 p.m.**

*AUGUST 30 - SEPTEMBER 5

MONDAY / 30 •Classes begin at 8:20p.m. •BSU passing out cookies •IFC Banquet at 5:30p.m. •Panhellenic Open House from 6:00-8:00p.m. •1st CSCD Meeting at 5:00p.m.

TUESDAY / 31 •BSU Pizza Party at 7:00p.m. •Panhellenic Invitations Pick-Up from 12:00-1:00p.m. •IFC Smokers from 7:00-8:00p.m; 8:10-9:10p.m.

WEDNESDAY / 1 •Panhellenic Invitationals from 5:30-9:30p.m •IFC Smokers from 7:00-8:00p.m.; 8:10-9:10p.m.

THURSDAY / 2 •Panhellenic Invitations Pick-Up from 11:10a.m.-12:10p.m. •Bacchus Program from 6:00-7:00p.m. •IFC Pref Sign-Up

FRIDAY / 3 •IFC 2nd Preference Parties from 3:00-8:00p.m. •Panhellenic Preference Parties from 6:00-9:30p.m. •Panhellenic Preference Signing from 10:00-11:00p.m.

SATURDAY / 4 •Panhellenic Bid Day •IFC 1st Preference Parties from 3:00-8:00p.m. •Ladies Soccer at 3:00p.m. •Gents Soccer at 5:00p.m.

SUNDAY / 5 •IFC Bid Day

*SEPTEMBER 6 - SEPTEMBER 12

MONDAY / 6 •LABOR DAY - No Classes

TUESDAY / 7 •BSU Luncheon Program at 11:30a.m.

WEDNESDAY / 8 •Ladies Volleyball at 4:30p.m. & 7:30p.m.

THURSDAY / 9 •Last day for adding, changing or enrolling in classes •Ladies Volleyball at 12:00p.m.

FRIDAY / 10

SATURDAY / 11 •Ladies Volleyball at 12:00p.m.

SUNDAY / 12

*SEPTEMBER 13 - SEPTEMBER 19

MONDAY / 13 •SGA Fall Elections

TUESDAY / 14

WEDNESDAY / 15

THURSDAY / 16 •*Rosh Hashanah* •Ladies Volleyball at 4:30 p.m. & 7:30 p.m.

FRIDAY / 17 •*Rosh Hashanah*

SATURDAY / 18 •SGA Retreat
•Ladies Soccer at 1:00p.m.
•Gents Soccer at 3:00p.m.

SUNDAY / 19 •SGA Retreat
•Ladies Soccer at 1:00p.m.

*SEPTEMBER 20 - SEPTEMBER 26

MONDAY / 20 •Shenandoah Shakespeare Express •Gents Soccer at 3:00 p.m.

TUESDAY / 21 •Shenandoah Shakespeare Express

WEDNESDAY / 22 •Shenandoah Shakespeare Express •Ladies Soccer at 2:00p.m.
•Gents Soccer at 4:00p.m.

THURSDAY / 23 •Shenandoah Shakespeare Express •Ladies Volleyball at 7:00 p.m.

FRIDAY / 24 •Shenandoah Shakespeare Express •BSU State Fall Convention

SATURDAY / 25 •*Yom Kippur* SUNDAY /26 •BSU State Fall Convention
•Shenandoah Shakespeare Express

•BSU State Fall Convention

*SEPTEMBER 27 - OCTOBER3

MONDAY / 27 •Blood Drive from 10:00a.m. til 4:00 p.m.

TUESDAY / 28 •Blood Drive from 10:00a.m. til 4:00 p.m. •Ladies Volleyball at 7:00 p.m.

WEDNESDAY / 29 •Camino Real at 7:30 p.m.

THURSDAY / 30 •*Sukkot-First Days* •Ladies Soccer at 3:00p.m. •Camino Real at 8:00 p.m.

FRIDAY / 1 •*Sukkot-First Days* •Ladies Volleyball at 7:00 p.m. •Camino Real at 8:00 p.m.

SATURDAY / 2 •Camino Real at 8:00 p.m.

SUNDAY / 3

*OCTOBER 4 - OCTOBER 10

MONDAY / 4

TUESDAY / 5 •Ladies Soccer at 3:00p.m.

WEDNESDAY / 6 •Gents Soccer at 3:00p.m.

THURSDAY / 7 •*Shemini Atzeret* •Camino Real at 8:00p.m.

FRIDAY / 8 •*Simchat Torah* •Last day for removing incomplete grades •Camino Real at 8:00p.m.

SATURDAY / 9 •PARENTS WEEKEND •Camino Real at 8:00 p.m.

SUNDAY / 10 •PARENTS WEEKEND •Camino Real at 2:00 p.m.

*OCTOBER 11 - OCTOBER 17

MONDAY / 11 •Ladies Volleyball at 7:00p.m.

TUESDAY / 12

WEDNESDAY / 13

THURSDAY / 14 •FALL BREAK begins at 8:00p.m. •Cafeteria Closes for Fall Break at 6:15p.m.

FRIDAY / 15 •FALL BREAK

SATURDAY / 16 •FALL BREAK

SUNDAY / 17 •FALL BREAK

*OCTOBER 18 - OCTOBER 24

MONDAY / 18 •Cafeteria opens at 7:15p.m. •Classes Resume

TUESDAY / 19

WEDNESDAY / 20

THURSDAY / 21

FRIDAY / 22 •Gents Soccer at 3:00 p.m. •Mid-semester grades due

SATURDAY / 23

SUNDAY / 24

*OCTOBER 25 - OCTOBER 31

MONDAY / 25

TUESDAY / 26 •GRADUATE SCHOOL FAIR from 10:00a.m.-3:30p.m.
•Ladies Soccer at 3:00p.m. •SGA Town Meeting

WEDNESDAY / 27 •SGA Town Meeting

THURSDAY / 28 •Last day for dropping classes or changing enrollment status
•Ladies Soccer at 2:00p.m. •Ladies Volleyball at 6:00p.m. •FALL FEST-
•Hypnotist Danny LaRosa at 7:00p.m.

FRIDAY / 29 •PREVIEW DAY •FALL FEST -Human Bowling, Gyro, &
Fly Trap from 11:00a.m. til 5:00p.m.

SATURDAY / 30 •Gents Soccer at 2:00p.m.

SUNDAY / 31 •HALLOWEEN

*NOVEMBER 1 - NOVEMBER 7

MONDAY / 1

TUESDAY / 2 •Ladies Soccer at 2:00p.m.

WEDNESDAY / 3

THURSDAY / 4 •CAREER FAIR from 10:00a.m.-3:30p.m.

FRIDAY / 5 •Ladies Soccer at 3:00p.m. •BSU International Student Retreat

SATURDAY / 6 •Gents Soccer at 3:00p.m. BSU International Student Retreat

SUNDAY / 7 •Ladies Soccer at 1:00 p.m. Gents Soccer at 3:00 p.m. BSU International Student Retreat

*NOVEMBER 8 - NOVEMBER 14

MONDAY / 8

TUESDAY / 9

WEDNESDAY / 10 •Lips Together, Teeth Apart at 7:30p.m.

THURSDAY / 11 •Lips Together, Teeth Apart at 8:00p.m.

FRIDAY / 12 •Lips Together, Teeth Apart at 8:00p.m.

SATURDAY / 13 •Lips Together, Teeth Apart at 8:00p.m.

SUNDAY / 14

*NOVEMBER 15 - NOVEMBER 21

MONDAY / 15 •PRE-REGISTRATION WEEK

TUESDAY / 16 •PRE-REGISTRATION WEEK

WEDNESDAY / 17 •PRE-REGISTRATION WEEK

THURSDAY / 18 •PRE-REGISTRATION WEEK •Lips Together, Teeth Apart at 8:00p.m.

FRIDAY / 19 •PRE-REGISTRATION WEEK •Lips Together, Teeth Apart at 8:00p.m.

SATURDAY / 20 •Lips Together, Teeth Apart at 8:00p.m.

SUNDAY / 21 •Lips Together, Teeth Apart at 2:00p.m.

*NOVEMBER 22 - NOVEMBER 28

MONDAY / 22

TUESDAY / 23 •THANKSGIVING BREAK begins at 1:50p.m. •Cafeteria closes for Thanksgiving Break at 1:15p.m.

WEDNESDAY / 24 •THANKSGIVING BREAK •Residence Halls close for Thanksgiving Break at 10:00a.m.

THURSDAY / 25 •THANKSGIVING BREAK •THANKSGIVING DAY

FRIDAY / 26 •THANKSGIVING BREAK

SATURDAY / 27 •THANKSGIVING BREAK

SUNDAY / 28 •Residence Halls reopen at 1:00p.m.

*NOVEMBER 29 - DECEMBER 5

MONDAY / 29 •Cafeteria opens at 7:15a.m. •Classes resume •Gents Basketball at 7:05p.m. •Blood Drive from 10:00a.m. til 4:00p.m.

TUESDAY / 30 •Blood Drive from 10:00a.m. til 4:00p.m.

WEDNESDAY / 1 •Decorations for Centenary Celebrates Christmas must be up by 5:00p.m. •Gents Basketball at 7:05p.m.

THURSDAY / 2 •Centenary Celebrates Christmas Program

FRIDAY / 3 •PREVIEW DAY

SATURDAY / 4 •International Christmas Celebration in the Residence Halls

SUNDAY / 5

*DECEMBER 6 - DECEMBER 12

MONDAY / 6 •PREPARATION WEEK

TUESDAY / 7 •PREPARATION WEEK

WEDNESDAY / 8 •PREPARATION WEEK

THURSDAY / 9 •*Chanukah* •PREPARATION WEEK

FRIDAY / 10 •*Chanukah* •PREPARATION WEEK •Classes End

SATURDAY / 11 •*Chanukah*

SUNDAY / 12 •*Chanukah*

*DECEMBER13 - DECEMBER 19

MONDAY / 13 •*Chanukah* •SEMESTER EXAMS

TUESDAY / 14 •*Chanukah* •SEMESTER EXAMS

WEDNESDAY / 15 •*Chanukah* •SEMESTER EXAMS

THURSDAY / 16 •*Chanukah* •SEMESTER EXAMS

FRIDAY / 17 •SEMESTER EXAMS

SATURDAY / 18 •Cafeteria Closes at 8:30a.m. •Residence Halls close at 2:00p.m.; Non-returning students must be checked out by this time

SUNDAY / 19 •WINTER BREAK

*DECEMBER 20 - DECEMBER 26

MONDAY / 20 •WINTER BREAK

TUESDAY / 21 •WINTER BREAK

WEDNESDAY / 22 •WINTER BREAK

THURSDAY / 23 •WINTER BREAK

FRIDAY / 24 •WINTER BREAK

SATURDAY / 25 •WINTER BREAK SUNDAY / 26 •WINTER BREAK •CHRISTMAS DAY

*DECEMBER 27 - JANUARY 2

MONDAY / 27 •WINTER BREAK

TUESDAY / 28 •WINTER BREAK

WEDNESDAY / 29 •WINTER BREAK

THURSDAY / 30 •WINTER BREAK

FRIDAY / 31 •WINTER BREAK •NEW YEAR'S EVE

SATURDAY / 1 •WINTER BREAK •NEW YEAR'S DAY

SUNDAY / 2 •WINTER BREAK

*JANUARY 3 - JANUARY 9

MONDAY / 3 •WINTER BREAK •Gents Basketball at 7:05p.m.

TUESDAY / 4 •WINTER BREAK

WEDNESDAY / 5 •WINTER BREAK

THURSDAY / 6 •WINTER BREAK

FRIDAY / 7 •WINTER BREAK

SATURDAY / 8 •WINTER BREAK

SUNDAY / 9 •Residence Halls open for Spring Semester check-in from 1:00-5:00p.m.

*JANUARY 10 - JANUARY 16

MONDAY / 10 •Cafeteria opens for Spring Semester at 7:15a.m. •REGISTRATION from 8:30a.m. -4:00p.m.

TUESDAY / 11 •Class Work begins at 8:20a.m.

WEDNESDAY / 12

THURSDAY / 13 •Gents Basketball at 7:05p.m.

FRIDAY / 14

SATURDAY / 15 •Gents Basketball at 7:05p.m.

SUNDAY / 16

*JANUARY 17 - JANUARY 23

MONDAY / 17 •PREVIEW DAY •Martin Luther King Jr. Celebration

TUESDAY / 18

WEDNESDAY / 19

THURSDAY / 20 •Last day for enrolling, adding or changing sections

FRIDAY / 21

SATURDAY / 22 •Ladies Gymnastics at 7:00p.m.

SUNDAY / 23

*JANUARY 24 - JANUARY 30

MONDAY / 24

TUESDAY / 25

WEDNESDAY / 26

THURSDAY / 27 •*Tu B'Shevat* •Gents Basketball at 7:05p.m.

FRIDAY / 28 •BSU State Student Evangelism Conference

SATURDAY / 29•BSU State Student Evangelism Conference

SUNDAY / 30

•Gents Basketball at 7:05p.m.

*JANUARY 31 - FEBUARY 6

MONDAY / 31

TUESDAY / 1 •Black History Celebration

WEDNESDAY / 2 •Talk Radio at 7:30p.m.

THURSDAY / 3 •Gents Basketball at 7:05p.m. •Talk Radio at 8:00p.m.

FRIDAY / 4 •SCHOLARSHIP DAY •Talk Radio at 8:00p.m.

SATURDAY / 5 •Gents Basketball at 7:05p.m. •Talk Radio at 8:00p.m.

SUNDAY / 6

*FEBUARY 7 - FEBUARY 13

MONDAY / 7 •Blood Drive from 10:00a.m.- 4:00p.m.

TUESDAY / 8 •Blood Drive from 10:00a.m.-4:00p.m.

WEDNESDAY / 9 •Black History Celebration •Ladies Softball at 1:00p.m.

THURSDAY / 10 •Talk Radio at 8:00p.m.

FRIDAY / 11 •Cafeteria closes for Mardi Gras Break at 1:15p.m. MARDI GRAS BREAK begins at 3:00p.m. Talk Radio at 8:00p.m.

SATURDAY / 12 •Residence Halls close for Mardi Gras Break at 10:00a.m.

SUNDAY / 13 •MARDI GRAS BREAK Talk Radio at 2:00p.m.

•Talk Radio at 8:00p.m.

*FEBUARY 14 - FEBUARY 20

MONDAY / 14 •MARDI GRAS BREAK •VALENTINES DAY

TUESDAY / 15 •MARDI GRAS BREAK

WEDNESDAY / 16 •MARDI GRAS BREAK

THURSDAY / 17 •MARDI GRAS BREAK •Gents Basketball at 7:05p.m.

FRIDAY / 18 •MARDI GRAS BREAK

SATURDAY / 19 •MARDI GRAS BREAK •Gents Basketball at 7:05p.m.

SUNDAY / 20 •Residence Halls reopen at 1:00p.m.

*FEBUARY 21 - FEBUARY 27

MONDAY / 21 •Module Pre-registration •Cafeteria reopens at 7:15a.m.

TUESDAY / 22 •Module Pre-registration

WEDNESDAY / 23 •Module Pre-registration

THURSDAY / 24 •Module Pre-registration •Black History Celebration

FRIDAY / 25 •Module Pre-registration

SATURDAY / 26

SUNDAY / 27

*FEBUARY 28 - MARCH 6

MONDAY / 28

TUESDAY / 1

WEDNESDAY / 2

THURSDAY / 3 •Last day for removing incomplete grades

FRIDAY / 4

SATURDAY / 5

SUNDAY / 6

*MARCH 7 - MARCH13

MONDAY / 7 •Mid-semester grades due •Ladies Softball at 1:30p.m.

TUESDAY / 8 •SGA Town Meeting

WEDNESDAY / 9 •SGA Town Meeting

THURSDAY / 10 •Ladies Softball at 2:00p.m.

FRIDAY / 11

SATURDAY / 12 •Ladies Softball at 1:00p.m.

SUNDAY / 13

*MARCH 14 - MARCH 20

MONDAY / 14

TUESDAY / 15

WEDNESDAY / 16

THURSDAY / 17 •ST. PATRICK'S DAY •Last day for dropping or changing enrollment status

FRIDAY / 18

SATURDAY / 19

SUNDAY / 20

*MARCH 21 - MARCH 27

MONDAY / 21 •JUNIOR DAY

TUESDAY / 22

WEDNESDAY / 23 •Dancing at Lughnasa at 7:30p.m.

THURSDAY / 24 •FOUNDER'S DAY •Dancing at Lughnasa at 8:00p.m.

FRIDAY / 25 •HOMECOMING •Dancing at Lughnasa at 8:00p.m.

SATURDAY / 26 •HOMECOMING
•Dancing at Lughnasa at 8:00p.m.

Ladies Gymnastics at 7:00p.m.

SUNDAY / 27 •*Passover*
•HOMECOMING •Dancing at Lughnasa at 2:00p.m.

*MARCH 28 - APRIL 3

MONDAY / 28 •*Passover*

TUESDAY / 29 •*Passover* •Ladies Softball at 1:30p.m.

WEDNESDAY / 30 •*Passover*

THURSDAY / 31 •*Passover* •Cafeteria closes for Spring Break at 6:15p.m. •SPRING RECESS begins at 5:00p.m.

FRIDAY / 1 •*Passover* •Good Friday •Residence Halls close for Spring Recess at 10:00a.m. •Dancing at Lughnasa at 8:00p.m.

SATURDAY / 2 •SPRING RECESS •*Passover* •Dancing at Lughnasa at 8:00p.m.

SUNDAY / 3 •SPRING RECESS •*Passover* •EASTER

*APRIL 4 - APRIL 10

MONDAY / 4 •SPRING RECESS

TUESDAY / 5 •SPRING RECESS

WEDNESDAY / 6 •SPRING RECESS

THURSDAY / 7 •SPRING RECESS

FRIDAY / 8 •SPRING RECESS •BSU Spring Assembly

SATURDAY / 9 •SPRING RECESS
•BSU Spring Assembly

SUNDAY / 10 •Residence Halls Reopen
•BSU Spring Assembly •Ladies Softball at 12:00p.m.

*APRIL 11 - APRIL 17

MONDAY / 11 •Cafeteria reopens at 7:15a.m. •Classes begin at 8:20a.m. •PRE-REGISTRATION WEEK

TUESDAY / 12 •PRE-REGISTRATION WEEK

WEDNESDAY / 13 •PRE-REGISTRATION WEEK

THURSDAY / 14 •PRE-REGISTRATION WEEK

FRIDAY / 15 •PRE-REGISTRATION WEEK

SATURDAY / 16

SUNDAY / 17

*APRIL 18 - APRIL 24

MONDAY / 18 •Blood Drive from 10:00a.m.-4:00p.m.

TUESDAY / 19 •Blood Drive from 10:00a.m.-4:00p.m.

WEDNESDAY / 20

THURSDAY / 21

FRIDAY / 22

SATURDAY / 23

SUNDAY / 24 Ladies Softball at 12:00p.m.

*APRIL 25 - MAY 1

MONDAY / 25 •Jewish Awareness Week

TUESDAY / 26 •Jewish Awareness Week

WEDNESDAY / 27 •Jewish Awareness Week

THURSDAY / 28 •Jewish Awareness Week •PREPARATION WEEK •SEMESTER EXAMS FOR GRADUATING SENIORS

FRIDAY / 29 •Jewish Awareness Week •PREPARATION WEEK •SEMESTER EXAMS FOR GRADUATING SENIORS

SATURDAY / 30 •Jewish Awareness Week •PREPARATION WEEK •SEMESTER EXAMS FOR GRADUATING SENIORS

SUNDAY / 1 •PREPARATION WEEK SEMESTER EXAMS FOR GRADUATING SENIORS

*MAY 2 - MAY 8

MONDAY / 2 •PREPARATION WEEK •SEMESTER EXAMS FOR GRADUATING SENIORS

TUESDAY / 3 •PREPARATION WEEK •SEMESTER EXAMS FOR GRADUATING SENIORS •Class Work Ends

WEDNESDAY / 4 •PREPARATION WEEK •Study Day

THURSDAY / 5 •SEMESTER EXAMS

FRIDAY / 6 •SEMESTER EXAMS

SATURDAY / 7 •SEMESTER EXAMS SUNDAY / 8 •COMMENCEMENT

*MAY 9 - MAY 15

MONDAY / 9 •SEMESTER EXAMS

TUESDAY / 10 •SEMESTER EXAMS

WEDNESDAY / 11 •SEMESTER EXAMS •Cafeteria Closes, end of semester at 6:15p.m.

THURSDAY / 12 •Residence Halls close, end of semester for students not remaining for Module or Summer School I must be checked out by 2:00p.m.

FRIDAY / 13

SATURDAY / 14

SUNDAY / 15 •Residence Halls open for Module check-in from 1:00-5:00p.m.

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